



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

NYPL RESEARCH LIBRARIES



3 3433 08160014 4

8

2

2-13
3-1

STENOGRAPHER AND TYPEWRITER

In Federal, State and
Municipal Service

NEW YORK — NEW JERSEY

*A Complete Course of Instruction for Federal,
State and City Services*

PUBLISHED BY
THE CHIEF PUBLISHING COMPANY
5 BEEKMAN STREET, NEW YORK

Copyright by
THE CHIEF PUBLISHING CO.
1912

682

PREFACE

AN EXPERT'S VIEWS ON THE DUTIES, ETC.

By JAMES P. CONWAY
Assistant Chief Examiner Municipal Civil Service
Commission

FATHER Knickerbocker is one of the largest individual employers of stenographers and typewriters in the world, as well as one of the most generous in the matter of compensation. Compared with the total number of persons employed by the city the proportion of stenographers is not as great as in the case of small concerns; yet there are upwards of one thousand of them in the city's service, and their salaries average more than \$1,200 a year, or about \$23 a week. Three hundred of these have been appointed during the past five years.

It would be manifestly unfair, however, to the most hard-working and industrious class of city employees to attempt a comparison between their average compensation and that paid by private employers, because the city stenographers are the best available, and are necessarily so on account of the conditions attending their selection. The Constitution of the State of New York provides that all positions in the State and in its municipal sub-divisions shall, as far as practicable, be filled after an examination, which, as far as practicable, shall be competitive. The Legislature made laws providing for the creation of commissions to give effect to this provision of the Constitution, and these

commissions have in turn appointed examiners to devise methods of examination and rating, subject to the supervision of the governing body. These methods have been devised with the object of getting the best men and the best women at the head of the lists, and the heads of departments are compelled to appoint at least three out of every five who head a list. In practice the proportion is very much larger. The generous compensation attracts large numbers of competitors, and under such circumstances, when the rivalry is keen and the tests fair, the best equipped are almost invariably certain to make their way to the top. Having obtained the best material, the compensation paid by the city should be higher than that paid by private employers, and no invidious comparisons ought to be drawn from such condition.

Stenographer's Valued Service.

If there be any class of city employees that gives its time, its energy, and the result of its brains more than another, it is the stenographers. They are the right arm of the executive officers, the ready reference encyclopedias of civic information, and the real secretarial assistants and deputy heads of bureaus. In private corporations when stenographers become thus valuable, they are promoted to managerial positions; but this seldom happens in the city's service. There the stenographers remain stenographers owing to restrictions in the classification. But it is only just and natural that, when doing important executive work, they should be suitably compensated. Thus it happens that when a stenographer in a private corporation is promoted, the average compensation of all stenographers

is not increased; whereas, when a stenographer in the city's employ is promoted, the general average of salaries paid by the city to all those serving under that title is raised in consequence.

Generally speaking, there are three divisions of this class of employees: First, the copyists, who may or may not be stenographers; second, the stenographers and typewriters, and third, the court stenographers, who are not tested on their ability to use the typewriter. The first class is the lowest paid of the three, the salaries being \$600 and \$750 a year, with a few at \$900. The salaries of ordinary amanuenses employed under the title of stenographer and typewriter run from \$750 to \$1,350, with a few beginners at \$600, and a number of the most experienced receiving \$1,500, \$1,650 and \$1,800 per annum, and in a few exceptional instances, higher.

Court stenographers are employed, not only in the courts, but in boards and offices where public hearings are held and verbatim reporting is necessary. They are paid salaries ranging from \$1,800 to \$3,000, and the tests to which they are subjected are exceptionally severe, none being employed who cannot write at least one hundred and fifty words a minute.

Preference for the higher salaries in the case of ordinary stenographers is usually given to persons who have already given faithful service, so that as a rule beginners have to enter in the lower grades, at the lower salaries, and work themselves up through the various grades by promotion. This is also true of the other two classes, as it is of all city employees in the class subject to competition.

There are in practice four civil service grades for stenographers, i. e., \$600, \$1,200, \$1,800 and \$2,400 per

How Position Is Graded.

annum. But there may be three grades of salaries within each grade. This means that the lowest grade to which a stenographer is appointed is \$600, but he or she may be given three increases of salary of \$150 each by the head of a department, without examination. Promotion from one civil service grade to the next higher grade is subject to examination, which is competitive only as far as the employees of a single bureau in a certain department are concerned. This restriction makes promotion competition not at all general, as the departments are greatly broken up into bureaus, and the number of stenographers in the same grade and same bureau is generally small. The point in this is that it is much easier to gain promotion if service is faithful than to obtain an original appointment.

How to hold the examination, what tests to apply, what weights to attach to the various subjects, and what methods to adopt to make sure that the best shall receive their due merit, has occupied the attention of civil service examiners ever since the institution of the merit system. In the Federal service and elsewhere hard and fast rules have been adopted that change only after years of persistent effort to bring home to their sponsors the many injustices wrought by them. It is safe to say that no arbitrary rule ever existed that did not work some injustice. The Municipal Civil Service Commission, therefore, is always alive to the necessity for improved methods, and is ever ready to receive and accept suggestions from experts in their own particular lines, who necessarily know more about their own business than those having other

matters to occupy their attention. On that account handwriting and arithmetic have been eliminated as tests on the theory that a good stenographer is not necessarily a good arithmetician and might not even write a good hand, while a person with both these qualifications to commend him might still be unable to take rapid dictation and transcribe with reasonable accuracy.

Subjects and Weights Required.

In the last examination for court stenographer there were but two tests given, one being a general dictation, which counted sixty per cent. of the whole, and the other a special dictation, making up the other forty per cent. In the examination for stenographer and typewriter, known in business as amanuensis, five tests were applied, i. e., spelling, counting ten per cent.; typewriting, counting ten per cent.; transcription, ten per cent.; shorthand, twenty per cent., and accuracy, fifty per cent. The special significance of each title head, and the method of applying the tests, call for an explanation, which will follow:

The eligible lists of the Municipal Civil Service Commission, under the rules, remain in force for four years, unless sooner exhausted. But several examinations for a given position are likely to occur within that period. To begin with, separate lists are made up for men and women, which means a separate set of tests for the sexes. Then, if vacancies occur, in the higher grades for which no one is eligible for promotion, it is sometimes necessary to hold examinations for such higher grades, and, of course, the tests for copyists, for amanuenses and for court stenographers are separate and distinct.

The greatest competition is for the ordinary amanuensis position of stenographer and typewriter, as many as five hundred women having made application for the last examination open only to their sex. In the conduct of the examination as a preliminary the identity of every candidate is concealed by an ingeniously devised system of numbering and re-numbering of papers, so that after a paper is turned in and stamped its identity is concealed and remains concealed until after all the papers are rated. By this means all possibility of favoritism is eliminated. The spelling test was conducted on the basis of twenty words read off to all candidates, and for every misspelled word a deduction of five per cent. on that paper was made, which means an ultimate deduction of one-half of one per cent. on the whole examination.

How Dictation Is Given.

When the typewriting test was reached in the last examination, a sheet of paper containing two hundred and fifty printed words was handed to each candidate, and at a signal all began to copy the matter in front of them. Five minutes later, at a second signal, all stopped. Those who got down the entire matter correctly received one hundred per cent., and those who got one hundred and fifty words correctly got seventy per cent. Deductions, of course, were made for errors. The candidates who wrote between one hundred and fifty and two hundred and fifty words correctly were marked between seventy per cent. and one hundred per cent. on a scale depending on the number of words correctly written. The test in typewriting is given to determine how rapidly a candidate can use the machine.

The transcription test—so-called—consisted of a simple shorthand dictation read off at the rate of ninety words a minute, the candidate being required later to transcribe his notes in twenty minutes or less. The rating on this test depended mainly upon the quantity of matter successfully transcribed in the given time, with demerits for inaccuracies and a rising scale of credits for extra rapidity. The motive was to find out how rapidly the candidate was able to read his own notes. This could have been accomplished by having each candidate read back his notes, but owing to the large number of candidates, the additional cost made such a plan prohibitive.

The dictation was given by one examiner to a squad of forty persons at a time in a room apart from the main hall, care being taken to seat all near enough to the speaker so that all might hear every word he uttered. The remaining dictations are designed to test stenographic speed, as well as ability to produce a piece of work in accurate, correct and neat form, and especially without smears, absurdities, omissions, or multiplicity of erasures, and with proper spacing, capitals, punctuation, and paragraphing.

Four tests were given to the candidates. The first, at a speed of one hundred words a minute, if taken correctly, entitled the competitor to seventy per cent. The second, at one hundred and ten words a minute, was given a maximum rating of eighty per cent. The third, at one hundred and twenty, was rated ninety per cent. The fourth, one hundred and thirty, received the maximum rating of one hundred per cent., provided that the transcription was entirely correct.

Candidates Allowed Selection.

The candidates were allowed to take all tests, and then to choose the one on which they expected to get the highest rating. But they had to make a decision. Suppose A had made a perfect copy on the first test, and out of two hundred and fifty words in the second test, had dropped ten. It would still be advisable for A to submit the second test rather than the first, provided his work was otherwise without blemish.

In the general test the examiner reads one dictation at the rate of one hundred and fifty words a minute, another at rate of one hundred and sixty-five words, and a third at one hundred and eighty words a minute. This does not mean that every word and sentence is read at just that rate of speed, but that the best efforts of the examiner are made to maintain such an average. He has the aid of a stop-watch, and his subject matter is so divided and marked off that reasonable uniformity is assured. Of course, perfection is not here attainable any more than elsewhere, but all reasonable precautions are taken.

Method of Rating.

Candidates are permitted to try the three dictations, and as in the case of the amanuensis test, the candidate must decide on that which he deems best to submit for rating. If he makes a wrong decision the fault and the blame is his. If he submits the first dictation, his speed rating will be seventy per cent.; if he hands in the second, the rating will be eighty-five per cent.; while for the third, he will get one hundred per cent., provided it be in every respect correct in transcription.

Trifling errors are dealt with leniently, but serious mistakes, considerable omissions, or versions that make nonsense get heavy demerits. Every paper is carefully gone over by two examiners, and the average of their marks makes the final rating. It is impossible to say just what deductions are made for certain errors because the demerits depend upon the nature of the errors made, and upon the seriousness of the errors, but the demerits for omissions bear a due relation to the ratings accorded the different speed tests. Suppose the dictation consists of six hundred words. Four minutes would be necessary in which to take that down at one hundred and fifty words a minute, but if the dictation were given at one hundred and sixty-five words a minute he would have eighteen seconds to spare and fifty words can be written in eighteen seconds, so that if he dropped fifty words from the second dictation without spoiling the sense of the matter, his second dictation would be as good as the first, and if his omissions were fewer the second dictation would be the better. The difficulty lies in dropping out fifty words from six hundred and still make correct sense, and this is where the candidate must exercise his judgment before making a selection. He would be safer under such circumstances to submit the lower and correct test, but if instead of fifty words he had dropped but thirty, and still did not spoil the sense, then the second test might merit the higher rating for speed. The same rule applies to the third and highest test, and any candidate can, before entering the examination, figure out the conditions under which it would be to his advantage to submit one or the other.

Special Tests Given.

The men who succeed in getting a rating of seventy per cent. or more on this general test are called together later for a special test, which is given to each individually. The examiners have before them a set of printed questions, answers and interjections such as occur in a courtroom when a witness is on the stand. One assumes the character of the judge, another that of counsel, and a third the witness. The candidate is expected to take down everything that is read. In this test the competitors have to set the standard. Each man tells the examiners the rate of speed he thinks himself competent to take and the examiners endeavor to accommodate him. If they go too fast or too slow he says "faster" or "slower," or he can accomplish the same result by a method of signalling. A passage of about eight hundred words is read, and when finished, the examiners note the number of seconds that have elapsed from the time they began. He is then sent to two other rating examiners to whom he reads back his notes, and on the facility with which he reads the notes they give him a rating. Then a speed mark depending on the time he took to write the matter is decided upon and the combination of the two marks makes up his rating on this second part of the examination. Finally, the ratings of the first and second parts combined, multiplied by their given weights, and divided by ten, constitute the final average.

There is no typewriting test for court stenographer. In order to be called for the second test at all competitors must average at least seventy on the first test.

Where to Obtain Applications

Applications in either the State, Federal or City service are not given out until the date is set for the examinations.

Blanks may be procured either in person or by mail at the following addresses:

State Service—Address State Civil Service Commission, Albany, N. Y.

Federal Service—Address U. S. Civil Service Commission, Washington, D. C.

Customs and Postal Service—Address Secretary, Civil Service Bureau, Custom House, New York.

Municipal Service—Address Municipal Civil Service Commission, 299 Broadway, New York.

New Jersey Commission—Address New Jersey State Civil Service Commission, State House, Trenton, N. J.

Clerical Branch of Service

CLERICAL BRANCH OF SERVICE.

No Definite Time for Examinations and Period of Eligibility Differs in Each Division of the Service.

One of the most important branches of civil service, a branch which attracts more competitors than all others, is that covered by the general title of clerical force. Of this department, the position of stenographer and typewriter usually takes precedence and, with one or two exceptions, is the most remunerative.

In presenting this series of previous examination questions in the Federal, State and Municipal service it is thought advisable to follow the same grouping of positions as is customary in the city service, viz.:

Typewriter Copyist.

Book Typewriter.

Stenographer and Typewriter.

Court Stenographer.

Although there is very little difference between the quality of the examinations in each government branch of the service, the chief rules which regulate their eligible lists show a marked difference.

A Municipal list is good for one year and may be continued for four years from the date of its establishment, which is invariably done if the list is not meanwhile exhausted. While the laws of the State service contain a similar clause it is a rare exception when a State list is permitted to run more than one year. The

old list is then terminated and the candidates thereon must take a new examination.

The period of eligibility on all Federal lists is one year from the date of establishment. This period, however, may be extended when the conditions of good administration make it inexpedient to hold a new examination.

The date of examinations in the State and Municipal service is set by the commissions, and not until officially announced can any one predict it with certainty.

In the Federal service examinations are usually held quarterly as follows: In New York, on the fourth Monday of January, April, July and October. For other places in the State outside of New York examinations as a rule are held during September. Dates, of course, are subject to change from time to time, but readers of THE CHIEF are kept promptly and constantly informed of all approaching examinations, of new test questions and other important matter bearing upon the Federal, State and Municipal service.

Municipal Service

19

186
187
188

MUNICIPAL SERVICE.

New York City.

AGE LIMITS AND SALARIES.

Typewriting Copyist.

First Grade	\$ 750
Second Grade	900
Third Grade	1,050
Minimum age, 18 years.	

Book Typewriter, \$750 to \$1,200.

Minimum age, 21 years.

Stenographer.

First Grade	\$ 750
Second Grade	900
Third Grade	1,050
Fourth Grade	1,200
Fifth Grade	1,350

Minimum age, 18 years.

Court Stenographer, \$1,500 to \$3,000.

Minimum age, 21 years.

Stenographer and Typewriter (Male),

First to Fourth Grade.

Date: February 14, 1907.

80 Words Per Minute.

The proper classification of a part of the civil service depends in no small degree on the practical opera-

tion of the classification. Arguments must often yield to actual experience. Take the present case. If we should affirm the action of the civil service commission and it should appear in the future that the classification failed to secure competent officers, surely the classification should be changed. Then should the action of the commissioner be again brought before us for review? It appears that in some of the cities of the State similar offices to that sought by the relator are filled by competitive examinations, and in others not. If the question of the classification is always a judicial one, there must be the same classification everywhere, for there must be at least some degree of finality in judicial determinations.

It does not at all follow that the action of the civil service commission is not in any case subject chiefly to judicial control; but that such control is a limited and qualified one to be exercised by mandamus.

If the position is clearly one properly subject to competitive examination, the commissioners may be compelled to so classify it. On the other hand, if the position be by statute or from its nature exempt from examination and the action of the commission be palpably illegal, the commission may be compelled to strike the position from the competitive or examination class, though in such case redress by writ of mandamus would often be unnecessary as a valid appointment could be made notwithstanding the classification.

90 Words Per Minute.

While I concur in the practical result which will follow the adoption of the opinion written by the learned chief judge, I desire to record my dissent from the

principal reason assigned in support of his conclusion. Although I agree with him as to the limitations upon our jurisdiction to review the determination of boards of civil service commissioners in the classification of positions in the civil service, I take issue with him as to the remedy which should be invoked when such a review is sought. The question upon which we differ, stated in its most concrete form, is whether mandamus or certiorari is the proper writ in such a case as the one at bar. The learned chief judge asserts that mandamus is the appropriate remedy, while I maintain, and this court has decided that certiorari is the legal and logical channel of review. I base this view upon the following consideration:

1. There is one, and only one, reference to the writ of mandamus in the Civil Service Law, and that is found in section 21, which relates to the unauthorized removal from appointive positions of honorably discharged soldiers and marines as well as certain designated volunteer firemen.

105 Words Per Minute.

The courts are given power, among other things, to decide whether the body or officer had jurisdiction of the subject matter of the determination under review; whether the authority, conferred upon the body or officer, in relation to that subject matter, has been pursued in the mode required by law, in order to authorize it or him to make the determination; and whether, in making the determination, any rule of law, affecting the chief rights of the parties thereto, has been violated to the prejudice of the relator.

There are two other subdivisions which give the courts power to decide still other questions, but they

are not germane to this discussion. I have quoted the foregoing subdivisions for the purpose of showing that upon a review of certiorari proceedings this court has the same power as in mandamus proceedings, to limit and control the questions that will decide in reviewing the determination of a public officer or body. The learned chief judge says: "If the position is clearly one properly subject to competitive examination, the commissioners may be compelled (by mandamus) to so classify it." I argue that this cannot be done by mandamus without violating the principle that the writ cannot issue to compel a particular kind of action.

120 Words Per Minute.

The argument that the assumption by this court of jurisdiction in such proceedings as this will add greatly to the present jurisdictional burdens is cogent, but not conclusive. The controlling question is whether the right of review in such a proceeding as this is one which can properly be exercised with the same limitations as in here in the review of mandamus proceedings. I think not only that it can be, but that there is no other appropriate proceeding by which the same result can be accomplished. Whenever it appears in a given case that the act sought to be reviewed presents no legal or judicial question, the writ of certiorari should not be denied.

Whether the act of a public body or officer falls within one or the other of these rules depends upon the facts of each given case and can usually be decided without much difficulty. In the case at bar the duty or classification imposed upon the Board of Civil Service Commissioners was one involving the exercise of judgment and discretion.

It was exercised, however, by virtue of jurisdiction chiefly conferred by the statute, and in conforming to the existing statutory regulations. For these reasons I think the writ should have been denied. But I entertain the view that if it had been made to appear that the board acted without jurisdiction, or in contravention of the directions of the statute, a question would have been presented.

Arithmetic.

Give All the Figuring on the Ruled Sheets.

1. If a sum of money be placed so that one-sixth of it shall be in one package, one-eighth in the second, five-twelfths in the third, and the remainder, which is \$560, in the fourth package, what total amount will be required?
2. A wheelman travels 10.3 hours per day. How many days will it take him to travel 558.0025 miles at the rate of 7.88 miles per hour? Carry your answer out to three decimal places.

3. Add—

$$\begin{array}{r} 76543234 \\ 7654345 \\ 98789878 \\ 1239 \\ 67 \\ \hline 5434532 \end{array}$$

4. A grocer bought 7 barrels of sugar, each weighing 315 pounds, at $6\frac{1}{4}$ cents per pound, and sold it so as to gain 16 2-3 per cent. Find the amount gained.
5. The area of Brazil is 3,956,000 square miles, and of the United States, 3,026,504 square miles. What is the difference between the two?

Letter.

Write in longhand a letter of not less than 200 words, properly dated, addressed, etc., to some friend, discussing the relative advantages and disadvantages of positions of a similar character in the city service and in private employment.

Handwriting will be considered in rating this letter.

N. B.—In rating this letter, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

**STENOGRAPHER AND TYPEWRITER—
SECOND TO FOURTH GRADE.****Dictation.**

Date: July 2, 1908.

100 Word Test.

This case would be very different if, after the sale of a ticket containing no evidence of any restriction, an attempt were made to enforce it against a purchaser without notice. The purchaser is warned in advance of what he is buying. He has notice before he buys of the condition which the proprietors saw fit to make a part of the contract. He acts with his eyes open and if he does not like the condition he need not buy, but if he buys he assents to the condition which controls not only himself but any purchaser from him. When the plaintiff came lawfully into the possession

of the tickets in question with others, as he alleges, he had notice of the condition which appeared upon the face thereof and was bound thereby. He bought subject to that condition and every right he acquired was subordinate thereto. The ticket was assignable, for there was no restriction in the contract against selling it except in a particular place and a transfer could be made by simple delivery. The plaintiff, therefore, took it with the right to sell it to any person at any time and in any place that he saw fit.

110 Word Test.

When he tried to sell on the sidewalk, he acted in defiance of the contract and violated the condition to which he had given an implied assent. With notice that if he sold the ticket on the sidewalk it would be refused at the door, he was attempting to sell on the sidewalk when the defendants, by their signs and agents, warned intending purchasers that the condition would be enforced and that the holder of a ticket purchased from him under such circumstances would be denied admission. The defendants did nothing but notify people so that they could not be imposed upon by him and induced to purchase tickets which would be of no use because sold in violation of the contract.

This is not a case involving the liberty of the plaintiff to sell property, for he could sell it to any person and in any place, except in the one prohibited by the contract which constituted the property. The contract did not interfere with his freedom of action except to this limited extent agreed upon in advance, while he attempts to interfere with freedom of contract on the part of the defendants by restraining them

from enforcing an agreement which they had made and to which he had assented.

Restraint by statute and restraint by contract are different.

120 Word Test.

What the legislature may prohibit parties from agreeing upon is subject to the limitations of the fundamental law. Those limitations do not bear on the case now before us. Our recent decision, relied upon by the appellant, is not analogous. We there adjudged unconstitutional a statute which prohibited the selling of transportation tickets by any person except common carriers and their authorized agents, in so far as it undertook to prohibit citizens of the state from engaging in the business of brokerage in passenger tickets. This case involves not a statute but a contract, which excludes no one from carrying on the business of selling theatre tickets, but simply prevents a sale thereof on the sidewalk in violation of the express stipulation of the tickets themselves.

The statute entitled "An act to protect all citizens" has no application. That act provides for the equal accommodation of all persons in places of public accommodation or amusement, subject only to conditions and limitations established by law and applicable alike to all citizens. It makes it a misdemeanor to deny to any citizen, except for reasons applicable alike to all citizens of every race, creed or color, and regardless of race, creed and color, the full enjoyment of any of the accommodations, advantages, facilities or privileges, enumerated in the statute, including theatres by specific mention. This has no bearing upon the resale of tickets.

130 Word Test.

It was especially designed to prevent the exclusion from places of public accommodation or amusement, of any one on account of race, creed or color and apparently was also intended to prevent any discrimination founded on rank, grade, class or occupation. The contract and tickets in question did not discriminate against any person on account of any reason named in the statute, for the same condition is imposed upon all and all are treated alike. The holder is not excluded because he bought of the plaintiff, but because he bought in the prohibited place. The plaintiff was not excluded, for he could have used the tickets himself. No class of persons was excluded, such as lawyers, doctors, merchants or mechanics, but simply those who bought in violation of the terms of the contract after notice thereof.

We think that the contract with the original purchaser of the ticket was valid; that the express condition named therein bound all subsequent purchasers, and that it could be enforced in the manner provided. A theatre ticket is a license, issued by the proprietor pursuant to the contract as convenient evidence of the right of the holder to admission.

Spelling.

1. Greasy—Oily.
2. Vertigo—Dizziness.
3. Beseech—To beg.
4. Singeing—Burning.
5. Fagot—A bundle of wood.
6. Grecian—Relating to the Greeks.
7. Guarantee—To warrant.

8. Tourist—A traveler.
9. Redundant—Unnecessary.
10. Drenched—Wet.
11. Engaging—Hiring.
12. Banished—Sent away.
13. Ninety—Nine times ten.
14. Injurious—Harmful.
15. Register—To record.
16. Condemn—To sentence.
17. Correspondent—A writer.
18. Borrower—One who borrows.
19. Barrel—A round cask.
20. Foundry—A metal factory.

Arithmetic.

1. Add:
1234567656
8765434567
7654345676
9876567898
5456789876
5434567654
1235432345
6543234567
8765456789
4567654567
1234543234
7654567654
2. Subtract 4698076 from 7589098.
3. Multiply 43077 by 8707.
4. Divide 81058959 by 8937.

Copying Speed Test.

The plaintiff further alleged that on the third of December, 1901, he came lawfully into the possession of a

large number of tickets of admission to various seats in said theatre including those above described, and on the evening of that day he was on the street more than five feet from any point of the entrance to the Knickerbocker Theatre, engaged in offering such tickets for sale. The defendants, however, interfered with him in carrying on the sale of tickets by warning persons about to purchase, not to purchase from him and by stating to them that the management would not recognize such tickets.

Letter Writing.

Write a letter of not less than 200 and not more than 300 words, properly dated, addressed, etc., upon the proposal to erect a 62-story building on the present site of the Equitable Life Assurance Society.

In rating this letter, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

Sign the letter John Doe.

STENOGRAPHER AND TYPEWRITER— BOARD WATER SUPPLY.

Dictation.

Date: Oct. 30, 1908.

90 Words Per Minute.

There is no evidence of how the will came to be in the possession of whoever placed it in the little drawer after the unavailing searches were made. There is no proof of his identity or his motive. The motive may

have been a desire to benefit the child, or the mother, or it may have been sheer malice. The circumstances preclude a solution of the mystery. It would be more satisfactory of course were it otherwise, but where for any reason absolute certainty is unattainable, reasonable certainty should suffice. If full faith be given to the evidence, and the absence of the will at the time of the searches be accepted as a fact, it is easier to believe that the destruction of the signature was the work of a mischief-maker than it is to credit it to the testator. He was a very methodical man, and it is unlikely that he would cancel his will by means of pen strokes through his signature without some indication in his own hand that the deed was his own act.

105 Words Per Minute.

The litigation over this will has been expensive. The disposition of the property which the will provides for is not unjust or unequal, and an end of the litigation will doubtless be of material benefit to both parties. The deceased left his widow and one child, a son now in his eighteenth year, and the will gives the widow something more than she would take in case of intestacy. When the Court of Appeals sent the question to a jury it was again resolved in favor of the validity of the will, and the determination was reversed only for an error in ruling. The present determination is to be regarded as the verdict of a second jury. The question must finally be determined by a jury, however often the verdict may be reversed, and it cannot be that sensible, practical men will ever render a verdict in this case in favor of intestacy. On the contrary, a jury will always be inclined to find in favor of the validity of the will not only as in accord with

all the evidence, but also because such a finding would dispose of the estate in accordance with provisions which it is known did receive his solemn and formal sanction at one time.

120 Words Per Minute.

He had two safe deposit vaults, one in the city of New York and the other at Tarrytown, and it was his custom to keep his valuable papers in one of those vaults. After his death a search was made for his will. It was not found in either of the safe deposit vaults, but the paper now propounded as his will was finally found the second or third day after his funeral in a little drawer under his roller-top desk in his office. When found his signature was canceled by fourteen perpendicular marks with pen and ink drawn across the letters of his signature. The paper is dated the 14th day of November, 1891, and it was executed as his last will and testament at that date. And the only question of fact presented for the determination of the court is as to whether his signature thereto was canceled by him with the intention of revoking the will. The finding of the will in the testator's desk with his signature canceled raised the presumption that the cancellation was done by him with the intention of revoking it. The question presented upon this appeal is whether the evidence offered in support of the will was sufficient to overcome this presumption, for it cannot be doubted that the will, if at all times in the possession of the testator, must stand or fall by its condition when found.

Letter.

Write a letter of not less than 150 words, properly dated, addressed, to some friend living outside the city, who has written to you asking about the prospects of obtaining employment in the city. Assume any facts you please.

Sign this letter Jane Doe.

Speed on Machine.

I have quoted from the evidence extensively in order to point the fact that each of the three witnesses testified positively as the result of independent examination that the will was not in the drawer on the morning of May thirteenth. There is a great deal of evidence of searches in other places where the will might have been, to which evidence no detailed reference need be made, the searches being significant only as demonstrating the thorough nature of the quest and the extreme desire of the parties to find the will. On the two days' search of the desk they were looking for something which they wished to find; the will as subsequently found was in a blue envelope.
[THREE MINUTES ALLOWED.]

COURT STENOGRAPHER.

Fifth to Tenth Grade.

DICTATION.

150 Words Per Minute.

Date: February 21, 1907.

Gentlemen of the Jury: This case is one which is calculated to appeal to our sympathies very strongly. This plaintiff is a young and intelligent looking man,

and he has lost three fingers of his right hand—or possibly four, I don't know which. There is an injury that we can all look at, and it is a serious injury. It is calculated to arouse our sympathies very strongly. I want to caution you at the outset that sympathy is no ground for awarding verdicts here. If you should come into court some day defending yourself against a law suit—and no man can sit back and say he will not be in that condition some time—and on the law and the facts you should not be obliged to pay money, and twelve of your fellow citizens take money out of your pocket because of sympathy with the plaintiff—not according to the law of the land, you would have a right to feel very much aggrieved. That is not right, We have nothing to do with these outside considerations here at all.

The moment you allow yourself considerations of prejudice or sympathy to enter the jury box you not only wrong the litigants and wrong yourselves and the community, but you involve the case in all sorts of helpless contradictions.

Remember that you are not here to exercise sympathy. The chief thing for you to bear in mind is that you are here to do your duty. Not because you want to be here—most of you would much prefer to be attending to your business. You are here to do your part in seeing that justice is properly administered in the courts of your country.

Whether or not Mr. New is entitled to recover damages from his employer depends on the law and the facts, which are not made for him—nor made for his employer, the Brewing Company. No man is above the law. New has the rights the law gives him, and

no more. The defendant has the rights the law gives him, and no more. They stand on an exact plane.

New was employed as a cooper, and a part of his business was to work at this planing machine. On the day that this accident happened, in planing the staves that he had to make a barrel with, his hand got into this slot where there was a rapidly revolving wheel, and he lost his fingers.

A man assumes the risks of the employment he undertakes. You have a store here on Main street, and you employ a man to stand behind the counter of a grocery store or dry goods store; there is very little risk in that sort of business, but whatever sort of risk there is he assumes.

150 Words Per Minute.

You employ a man to work on a farm as a farm hand; he assumes whatever risk there is in that. If a man goes to work in one of these tunnels under the river he assumes the risk of that business, and you see right away it is a greater risk—very much greater risk. If a man goes to work on machinery he assumes the risk attendant on the work he undertakes. Different occupations in life, as we go through the world, have different risks attached to them. A man running a locomotive takes a great deal more risk than you or I do in our occupations. A man takes the risk of his occupation. He takes, also, as we all take, the obvious risks—risks which are before our eyes. If we see something and go ahead, we cannot complain if we are hurt in doing something we know all about.

Mr. New says that the defendant should pay him for this accident, because they violated a duty which they owed him. He must prove that he lost his fingers

through the neglect of this defendant and without fault on his own part, before he can recover, because, as I have told you so many times here during this term, no matter how serious an accident is, unless the man proves that he was injured through the fault of the defendant solely, without fault on his own part, he cannot recover.

Now, what is the negligence he charges against his employer? He says that they did not give him a safe machine; he says the machine was unfit for the purpose for which it was to be used—that it was not safe, and he chiefly specifies what the trouble with it was. He says that it had no guard. He says that at the time of the accident the table, which ordinarily was stationary, was loose. Those are the two specific charges which he makes against his employer.

The employer's duty is to furnish his employee with a reasonably safe machine to work with. The plaintiff says his employer did not do that. He says this machine was not safe. If the employer did furnish him with a reasonably safe machine he cannot recover.

So far as it is claimed that you may impute any negligence to the employer because this table was loose is concerned, I charge that there is no evidence which justifies us in awarding damages against this brewing company because the table was loose. The law does not charge a man from the facts that appear after an accident happens—it is what appears before the accident happens. And where an appliance is given to a man to work with simple in its construction, and reasonably safe, and it is used by the employee without question, the fact that it suddenly developed some insecurity not to be apprehended does

not justify us in holding a man responsible, if the thing is apparently safe, and has been used in safety for a given length of time.

160 Words Per Minute.

There is nothing in this case to show us why the table got loose, if it did get loose. There is no proof here that the screws were not in good condition, or the wheel in good condition. On the contrary, the proof is that if the table became loose, all that was necessary was to tighten the wheel. There is no proof that the wheel was old, or that the threads of the screw were not in proper shape. Of course, we might sit back and speculate, guess at these things, but you cannot award damages in a court of justice by guesswork.

The plaintiff has the burden of proof. He must prove these things by a fair preponderance of testimony. It is not enough to give you a case which you can guess at or speculate on. There is evidence from the mouth of Mr. New himself that the last time this table became loose was a week before the accident happened, and he notified Mr. Weber, and Mr. Weber fixed it. That was a week before the accident happened. But we have a number of witnesses who say they worked on the machine that day—one of them ten minutes before this unfortunate occurrence took place—and they all say the table was in good condition and the machinery in good condition.

In fact, the chief point is that Mr. New himself does not claim when he started to work that there was anything the matter with the table.

So far as the stationary part of the table being loose is concerned, I charge you that you cannot impute any

negligence to the defendant by reason of the testimony here.

But he takes another specification of negligence. He says that this machine did not have a guard on it. Under what we call the common law—the law that came to us the time New York became a State, a master was not obliged to put guards on machinery, and not obliged to give the employees the best possible sort of machinery. You are not obliged to use safety devices. You are not obliged to substitute new machinery for old. All you are obliged to do is to give a man a reasonably safe machine to work with, not the newest patent, not the latest device—reasonably safe. That was the common law obligation. If this case was to be decided according to the common law, I think it is a case where the Court would have to decide. But in addition to the common law, the Legislature passes laws year after year, and several years ago they passed a law called the Factory Act or Labor Law, designated by different names, but whatever the name of the law is, the provision which is applicable in this action is that they provide that "all machinery must be properly guarded." That is the language of the act, so far as it applies to this action.

165 Words Per Minute.

That act has been construed by our Court of Appeals to mean that where it is practicable to guard machinery it must be guarded. It is an act to broaden the stability of the employer. It was his duty to give his employee a safe place. The Legislature has broadened that, and says that machinery must be properly guarded.

It is for you to say whether this machinery was properly guarded or not—whether the law was complied with in that respect. You have heard the machine described. If it was not properly guarded—if you find that the law was not complied with in that respect and that the non-compliance with the law was the approximate cause of this accident, the fact that the law was violated brought about this accident, that would justify you in imputing negligence to the defendant. I leave it to you to say.

There is testimony here out of the mouth of the plaintiff himself that at some other factory he had seen planers guarded. It was his chief duty to prove his case by a fair preponderance of testimony. I leave it to you to say whether this machinery was properly guarded, and if it was not properly guarded, whether that was the cause of this accident. Because, no matter what the statute says, if the violation of the law did not bring about the accident we would not have to take up our time discussing that. So much for the negligence of this defendant.

There is another equally important principle of law which is just as well settled, and that is, that where a man is hurt it is not enough to prove that he was hurt through the carelessness of the defendant, but he must prove that he was free from carelessness himself. An employee must prove that the accident was not the result of some obvious plain risk which he assumed.

Again, the Legislature has passed an act recently called the Employers' Liability Law, which says that in all cases the question whether an employee assumes the danger is to be submitted to twelve jurymen, subject to the power of the court to set aside the verdict

as against the evidence. And for that reason, because of the Employers' Liability Act, I submit the question to you, Did Mr. New accept this risk when he started to work on that machine?

A man is bound to use his eyes—bound to exercise his eyes and faculties, which are given him to see what is before him. If he goes ahead, with his eyes open, and accepts a machine which is given him, knowing of the danger, knowing of the fact that the law has not been complied with, and he is hurt, the law says he cannot recover damages, and common sense will tell you that, too.

170 Words Per Minute.

A man who goes into danger with his eyes open has no right to come back and seek to recover damages which are the result of his own deliberate, voluntary act.

Did Mr. New understand this danger? Was it obvious, plain before him, and did he assume the risk of working on this machine? You have seen him on the stand, and had a chance to look at him. He worked in that place for twelve months, and worked on this machine. If you find that it did not have a guard required by law, did he know it did not have a guard? Did he go on working it, knowing that it did not have a guard? Did he assume the risk of working on that machine? I leave that to you, gentlemen, as the law commands me to do. That is the issue in this case.

If you find against the plaintiff on either of these propositions, you find the defendant was not careless; you find chiefly that the accident happened through the plaintiff's carelessness, irrespective of the assump-

tion of the risk, he could not recover. If the risk was an obvious, plain risk which he assumed, he cannot recover, and your verdict must be for the defendant. That is the law. He is not above the law any more than the brewing company. They both stand on a par. The law was not made for these litigants—it was made for us all. If you find against these propositions your verdict must be for the defendant. If you find in favor of the plaintiff on these proportions, then it will be your duty to say what is a reasonably fair compensation for the loss he sustained—four fingers, a permanent injury that will last all his life. If you get to that decision, you want to see that the compensation is reasonable and just—reasonable to him and reasonable to the employer. You are not to be liberal, generous in the awards of money belonging to other people. You are not to be liberal because the plaintiff is an individual suing a corporation.

If you find he is entitled to a verdict, do right by him and do right by the defendant.

Mr. Scanlon, attorney for the defendant: I would like to except that part of the charge where the Court charges that no liability arises from the looseness of the table. And I would request your Honor to charge, and call your Honor's attention to the Employer's Liability Act that Mr. New was presumed to have assented to the necessary risks of the occupation or employment in which he was engaged, and no others, and that the necessary risks of the occupation or employment were those only inherent in the nature of the business, which remained after his employer had exercised care in providing for the safety of the em-

ployees, and had complied with the laws affecting or regulating such business or occupation for the greatest safety of the employees.

175 Words Per Minute.

The pleading of the plaintiff shows that the organizers paid out in cash \$3,000,000, half of which went in as working capital of the corporation and the balance was paid to the Distilling Company for ninety-five per cent. of its stock at full value. The only importance of the amount paid for the stock is to show that the organizers performed their contract to the letter and advanced the entire cash involved in this enterprise of \$3,000,000.

The plaintiff further alleges that the stock of the Distilling Company of America sold in July, 1899, in the open market, the preferred at seventy, and the common at thirty-five. We thus have the admission that the carrying out of this agreement resulted in the formation of a corporation whose shares had a very substantial value in open market. The plaintiff also alleges, in substance, that on June 22, 1899, the stocks of the constituent companies were selling at much lower figures on the average.

We have here nothing more than the ordinary transaction of parties coming together and agreeing in writing to form a corporation that shall take over from them certain definitely understood properties and cash, for which is to be issued its entire capital stock. It is doubtless true that in many instances there is great overcapitalization, and that the general public is chiefly misled by the large amounts of preferred and

common stock issued by corporations. The rights of the public are not involved in this litigation.

The organizers of the Distilling Company of America have apparently dealt with each other in entire good faith and the contract between them, under which the result was accomplished, has been performed to the satisfaction of all concerned. The stockholders of the constituent companies and the individual defendants were the organizers of the corporation and became its first stockholders; they dealt wholly between themselves as sellers and buyers, organizers and corporation; no other persons had any interest in this initial transaction; if fraud had been practiced by any one of the organizers upon those associated with him, the cause of action would have vested in the party injured.

The brief submitted by counsel for plaintiff-appellant deals, to a great extent, with the law governing promoters, which has no application to the facts here presented. There are also many allegations, inferences and conclusions in the third amended complaint which must be disregarded under the rule that a demurrer only admits the facts stated and such inferences as can be fairly drawn from them.

The law governing the situation here presented is discussed in many American and English cases; reference will be made to only a few of them. In Seymour vs. Spring Forest Association certain persons purchased a parcel of land for the purposes of a rural cemetery, which was deeded to them jointly. They commenced the improvement of the land for the intended use, expending their own means in the work; subsequently the association organized a rural cemetery association, of which they were the only stock-

holders, and in which they alone were interested. To this corporation they transferred the property.

In addition to the foregoing about one thousand words of testimony are dictated.

Arithmetic.

Give All the Figuring on the Ruled Sheets.

1. The loss on a property was \$6,000, of which \$2,000 was insured in the Home, \$3,000 in the Phoenix, and \$2,500 in the Hartford. How much did each company have to contribute?
2. An agent charges 3 1-3 commission for selling a piece of land. If his commission is \$41.30, for how much did the land sell?
3. The court awarded a verdict for \$675 with interest at 6 per cent. from July 3, 1904, to August 12, 1906. How much money did the man receive?
4. A sued B for the amount of paving a street for 5 blocks, each block 200 feet long and 50 feet wide, at \$2.75 per square yard. Find the total amount of the suit.
5. A grocer bought 7 barrels of sugar, each weighing 315 pounds, at $6\frac{1}{4}$ cents per pound, and sold it so as to gain 16 2-3 per cent. Find the selling price.

BOOK TYPEWRITER.

Accuracy and Speed.

Date: May 16, 1905.

The people became clamorous to get land, and the rich and the great, we may believe, were perfectly determined not to give them any part of theirs. To

satisfy them in some measure, therefore, they frequently proposed to send out a new colony. But conquering Rome was, even upon such occasions, under no necessity of turning out her citizens to seek their fortune, if one may say so, through the wide world, without knowing where they were to settle. She assigned them lands generally in the conquered provinces of Italy, where, being within the dominion of the republic, they would never form an independent state, but were at best but a sort of corporation, which, though it had the power of enacting by-laws for its own government, was at all times subject to correction, jurisdiction and legislative authority of the mother city. Sending out a colony of this kind not only gave some satisfaction to the people, but often established a sort of garrison, too, in a newly conquered province of which the obedience might otherwise have been doubtful. A Roman colony, therefore, whether we consider chiefly the nature of the establishment itself or the motives for making it, was altogether different from a Greek one. The words accordingly, which in the original language denote those different establishments, have very different meanings. The Latin word signifies simply a plantation. The Greek word, on the contrary, signifies a separation of dwelling, a departure from home, a going out of the house.

Letter.

It has been the custom of late for certain shopkeepers to attract crowds about their windows by a demonstration of the manufacture or use of some article sold within; as, for example, candy, hair tonic, etc.

Write a letter of not less than 200 words to some friend, discussing or describing this practice.

Arithmetic.

1. Add—

$$\begin{array}{r} 67574737 \\ 85756545 \\ 59697989 \\ 938373 \\ 6898 \\ 4757677 \\ 95 \\ 84689479 \\ 38087095 \\ 961897 \\ 849 \\ \hline \end{array}$$

2. A woman had \$8,404.20. She spent \$1,403.25 for some shares of stock at one time; the same amount at another time; \$3,698.79 for a third investment and the rest she put into the bank. How much did she put in the bank?

3. Find the product of 4 1-25 and 9 13-200, first reducing these numbers to decimals.

4. Divide 254,442.4 by 3.064.

5. What percentage of 1,200 is 48 per cent.? Find 63 per cent. of 875.

6. A certain tenement house has Italian and Spanish occupants, and 45 of these are Spanish. How many Italians are there, if they are $\frac{5}{8}$ of the entire number?

N. B. 1.—In rating this letter consideration will be chiefly given, not to the merit of the opinions expressed, but to the expression of those opinions, grammar, composition, etc.

TYPEWRITING COPYIST.

Dictation.

Date: November, 1903.

Mr. Henry L. Morris:

Dear Sir:—In reply to your favor of the 8th instant, I desire to state that the cabinet which we ordered of you, and which arrived the day after your letter, is satisfactory in nearly every respect.

In the points mentioned below, however, it does not suit us, and it does not appear to be quite in accordance with the specifications and contracts.

1st. The rollers are very stiff and the cabinet is difficult to open and shut. Probably this chief defect could be remedied by one of your workmen, but we do not know how to go about it and do not care to make experiments.

2nd. The key seems to us to be of too common a pattern and too easily duplicated. It is of the utmost importance that no one, except those authorized, should have access to the papers to be kept in the cabinet. We would request you, therefore, to change the lock and put in one with which we could feel a greater degree of security.

Yours respectfully,
CHAIRMAN.

Arithmetic.**1. Add—**

17689547831
27384958473
27384928767
68954789876
27384958762
26789246788
96857463277
19876543234
32425262728
27893467892
26789346782
21314151617
26789342673
26734567265

2. Multiply 98.7064 by 690.5.
3. Find the interest of \$897.05 for 4 years, 2 months and 12 days at 5 per cent.
4. Convert 115-128 to a decimal fraction.
5. Convert .000125 to a common fraction.
6. Divide $5\frac{1}{2}$ by 3 2-3.

Letter.

Write a letter of not less than 250 words, properly dated, addressed and signed, to some friend, who asks your advice about taking up typewriting as a career. (Rated only on form of expression.) Copying from rough draft.

TYPEWRITING COPYIST.

Dictation—Special Test.

Date: January 27, 1908.

The action is for personal injuries. The plaintiff at the time his injuries were received was one of a gang of men in the employ of the defendant unloading cars of coal, shoveling the coal from open cars down into pockets underneath. In the center were two doors, which form part of the bottom of the car and when open permit the coal to run through the opening, about five feet in length by four in width. The doors are fastened when closed by chains wound around a shaft and opened by unwinding the chains. As stated by a witness, "to open these doors we unwind the dog; there is a dog on the outside—what we call a dog—a catch that snaps on a little wheel. We unsnap the catch and unwind the car." The car on which the accident occurred was a twenty-seven-ton car of rice coal about six feet in depth over the doors. Five or six cars had been unloaded when the men came to this one. The coal was frozen in the cars that had been unloaded and the men that went into the car on top of the coal to shovel had bars and hammers to drive down through the coal to open the door when fast. The car in question was not frozen, unless, perhaps, near the bottom of the car. Five of the gang came to this car, Flint, the foreman, and four others. Miller and two others went on top of the coal in the car. St. John, one of the men, was on one side of the car unwinding the dog. Flint, with a bar, on the other side lifted on the doors. They opened, and the

men on the car, including the plaintiff, fell, slipping down into the coal. The plaintiff was injured by falling on the shaft in the bottom of the car.

Tabulation.

To Be Finished by 1.30 P. M.

Tabulate the following:

Extra from Third Quarterly Report.—Resources Bonds and mortgages, \$13,479,284.33. Stock and bond investments: Public securities (book value, \$470,000), market value, \$454,800.00; other securities (book value, \$3,800,000), market value, \$3,632,670.63. Total investments, \$4,087,470.63. Loans: On collateral, \$7,264,161.01; other loans (including bills purchased), \$1,442,179.95; total loans, \$8,706,340.95. Overdrafts, \$1,372.84. Real Estate: Banking houses, \$1,871,448.96; other real estate, \$8,239.35; total real estate, \$1,879,688.31. Due from trust companies, banks, etc., \$2,957,931.62. Cash: Specie, \$799,629.70; United States notes, \$580,000.00; national bank notes, \$9,315.00; total cash, \$1,388,944.70. Cash items: Exchanges and checks for the next day's clearings, \$3,731.03; other cash items, \$15,602.30; total cash items, \$19,333.33. Assets not included under any of the above items, viz.: Not accrued interest, \$67,396.33; premiums, examinations and search fees due, \$225,544.87; other outstanding accounts, \$28,130.47; amount of subscriptions to loans by associated trust companies, \$252,000.00; total, \$573,071.67. Total assets, \$33,093,438.38.

Letter.

Write a letter of not less than 250 words, properly dated, addressed, etc., to some friend, on the ordinance

recently introduced in the Board of Aldermen compelling the occupant of the "end seat" in an open car to move up on the arrival of a new passenger.

N. B. 1.—In rating this letter, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

N. B. 2.—Sign this letter with your examination number and not your name.

Arithmetic.

1. Add—

65432345
98765456
76567898
54345654
87678937
654434565
87654323
98789877

2. A mason built $6\frac{1}{2}$ yards of wall on Monday, 4 5-8 yards on Tuesday, and 7 2-3 yards on Thursday. How much has he earned in this time if he is paid \$0.80 per yard?

3. A farmer bought seven bullocks for \$480, and after keeping them 16 weeks, at a cost of \$3.15 per week each, he sold them for \$117 each. Did he gain or lose, and how much?

4. Which will yield the greater income, to loan \$13,000 at $6\frac{1}{2}$ per cent. per annum, or to buy a store with the money and rent it for \$850 per annum?

5. If a tower 36 feet high cast a shadow 48 feet long, what is the height of mast casting a shadow 288 feet long?

TYPEWRITING COPYIST.

Dictation—Special Test.

Date: January 28, 1908.

The following is the notice served: "Take notice that the undersigned, Henry Miller, was injured on or about the 17th day of January, 1904, in the yard of the Solvay Process Company at Solvay, N. Y., at the time being an employee of the said Solvay Process Company. This claimant was injured by the negligence and carelessness of the defendant, its agents, servants and employees, through their incompetency in not providing competent servants in the work of unloading its coal from cars, and in not stationing guards or persons to warn claimants of danger and in failure to properly protect its employees while engaged in the performance of their vacation duties. Notice is given that claimant, unless this matter is adjusted, will bring an action against the Solvay Process Company to recover damages for injury, under chapter 600 of the laws of 1902 and the several acts amending the same, and this notice is served upon you in accordance therewith. Dated March 14, 1904. Henry Miller, claimant." The notice is defective in several particulars. The place mentioned in the notice is the yard of the defendant. There are four or five different places in the yard where cars of coal are unloaded,

and the plaintiff was one of a gang of twenty or thirty men engaged in unloading. The notice does not state how or in what manner the plaintiff received his injury, nor wherein or in what manner the defendant's agents, servants or employees were negligent or careless in not providing competent servants in the work of unloading coal, and in not stationing guards or persons to warn claimants of danger, and in protecting its employees while engaged in the performance of their various duties.

Arithmetic.

Give all the figuring on the ruled sheets.

1. A flouring mill's product for twelve consecutive months was 4,244 barrels, 3,961 barrels, 4,357 barrels, 3,989 barrels, 4,256 barrels, 4,329 barrels, 397 barrels, 4,305 barrels, 4,283 barrels, 4,192 barrels, 4,150 barrels and 3,956 barrels. What was the entire product?

2. A merchant imported goods which he sold at a profit of \$7,336. If he received \$35,182 for them, what was the cost?

3. 389 acres of corn yielded 68 bushels per acre. If the crop was sold at 57 cents a bushel, how much was received for it?

4. If a factory consumes 115,497 bushels of coal in 313 days, how many bushels will it use daily?

Tabulation.

To Be Finished by 1.30 P. M.

Tabulate the following:

Extract from First Quarterly Report.—Liabilities: Capital stock paid in \$4,375,000, surplus on market

values \$7,840,977.22, deposits subject to check \$13,612, 484.88, other deposits (not subject to check) \$1,034, 954.89, certificates of deposit (time) \$657,383.56, certificates of deposit (demand) \$639,477.22, amount due trust companies \$548,363.67, amount due banks and bankers \$108,902.30, total deposits, etc. (not preferred) \$16,511,566.32, preferred deposits, viz., due N. Y. Savings and Loan Associations \$9,520.64, due N. Y. Savings Banks \$2,068,898.78, due as trustee, etc., \$981,-807.95, deposits preferred because of pledge of part of trust company's assets \$346,500; total deposits (preferred) \$3,406,727; total deposits, \$19,918,293.69. Other liabilities: Dividends declared \$175,000, accrued expenses \$6,210.44, certified checks \$122,633.47, treasurer's checks \$264,928.38, reserved for taxes \$54,-577.80, reserved for commissions, etc., \$83,817.38; amount procured for subscription to loans by associated trust companies \$252,000; total \$959,167.47. Total liabilities \$33,093,438.38.

TYPEWRITING COPYIST.

Special Test.

Date: January 30, 1908.

There was no evidence whatever given upon the trial of any incompetency of defendants' agents in providing servants to do the work of unloading coal from the cars. Nor was there any evidence given upon the subject of stationing guards or persons to warn claimants or employees of danger, or upon the subject of protecting them while engaged in the perform-

ance of their various duties. In respect to its applicability to the injury actually sustained the notice is wholly defective. The evidence does not bring the case within the provisions of the act in other respects required to create liability. The plaintiff was not injured by reason of the negligence of any person in the service or of any servant intrusted with or exercising superintendence. Flint, by whose negligence the injury is said to have occurred, was a mere foreman, and a co-employee with the plaintiff. Furthermore, no negligence whatever on the part of Flint was shown. He was called as a witness by the plaintiff, and the only one who gave testimony on the subject of his duties as foreman, and of his act for which negligence is claimed. He says: "I had four men in my charge unloading coal and shoveling out the cars. My duties are to run the coal in there, to see that they have coal enough for the caustic each day and night, and check off the cars that come there on the ticket, and to see that my men work; see that they do what they ought to do. There are other departments in the Process Company where coal is loaded and unloaded. Mr. Lewis was at that time the man over me. I saw the accident. Mr. Miller was up on the car at that time."

Arithmetic.

Give all the figures on the ruled sheets.

1. Seven divisions of an army mustered the following numbers: 15,125, 13,761, 14,289, 13,517, 15,308, 14,126 and 13,873 men. What was the entire number?
2. A sugar refinery shipped 210,807 lbs. at one time, and 12,756 lbs. less at another. What was the weight of the second shipment?

3. If a man can plant 1,296 hills of corn in a day, how many hills could 32 men plant in 29 days?

4. Divide ten billions by one thousand and twenty-four.

Tabulation.

To Be Finished by 1.30 P. M.

Tabulate the following:

BONDS. District of Columbia of 1924, 3-65 per cent., \$114,000, United States (1925), 4 per cent., \$714,000, United States of Mexico, 5 per cent., \$23,000; New York State (Registered), 3 per cent., \$300,000; State of Georgia (Registered), 3½ per cent., \$10,000; New York City (Registered), 3½ per cent., \$1,748,500; New York City (Registered), 3 per cent., \$544,500; City of Rochester, N. Y. (Registered), 3½ per cent., \$94,000; City of Richmond, Va. (1922), 5 per cent., \$50,000; Northern Pacific-Great Northern (C. B. & Q. Col.), 4 per cent., \$368,000; Pennsylvania Railroad Co., Convertible 1915, 3½ per cent., \$293,000; Southern Ry. Co. Dev't & Gen'l Mort. Bonds, 1956, 4 per cent., \$210,000; Erie Railroad, Pennsylvania Coal Collateral, 4 per cent., \$216,000; Union Pacific R. R. Co. First Mortgage, 4 per cent., \$200,000; Pennsylvania R. R. Co., Convertible 1912, 3½ per cent., \$182,000; Florida East Coast Railway Co., Gold Notes 1910, 6 per cent., \$200,000; Interborough Rapid Transit Notes, 1908, 4 per cent., \$188,000; Pennsylvania R. R. Co., 3-Year Col. Notes, 1910, 5 per cent., \$147,000; Northern Pacific-Great Nort. (C. B. & Q. Col.) Coup., 4 per cent., \$94,000; Chicago & Alton R. R. Co., 5-year Notes, 1912, 5 per cent., \$94,000; Chicago & Western Indiana R. R. Co. Notes, 1910, 5 per cent., \$99,000;

Chesapeake & Ohio R. R. R. Co., 1-year Notes, 1908, 6 per cent., \$99,000; Erie R. R. Co., 1-year Notes, 1908, 6 per cent., \$87,000; Delaware & Hudson Co., Convertible 10-year, 4 per cent., \$94,000; Interborough Rapid Transit, 3-year Notes, 5 per cent., \$82,000.

TYPEWRITING COPYIST—BOARD WATER SUPPLY.

Special Test.

Date: November 4, 1908.

A grave responsibility rests upon the court in passing its judgment upon what is the most stupendous scheme of municipal improvement and expenditure ever undertaken, and without a parallel in its ultimate bearing upon the destiny of the people of what we have reason for thinking will be the greatest city of the world. It is agreed on all hands that transit facilities should be furnished as speedily as possible, and that the extent of the facilities to be furnished should in some degree be proportionate to the rapid growth of our population throughout the greater city. Upon the question of the present necessity for all of the routes proposed, we find no grounds for differing from the conclusions reached by the rapid transit commissioners; and were there no other questions involved our duty would be simple and plain. There is, however, involved another and very serious feature, and it relates to the financial ability of the city to undertake the proposed construction. It is shown by the record before us in the Third avenue case that the nineteen routes of subway will cost \$300,000,000.

Tabulation.

Tabulate the following:

School 165 is situated at 108th Street in District 18, Division 2. It has 50 classrooms, its principal is D. E. Gaddis, its District Superintendent is Taylor, its Janitor is Alexander. School 166 is situated on 89th Street in District 18, Division 2. It has 37 classrooms, its Principal is Thomas Moore, its District Superintendent is Taylor and its Janitor is Nolan. School 168 is situated on 104th Street in District 17, Division 2. It has 56 classrooms, its Principal is Cecilia A. Francis, its District Superintendent is Farrell, and its Janitor is Young. School 169 is situated on 168th Street in District 22, Division 3. It has 30 classrooms, its Principal is Mary Shires, its District Superintendent is Stewart, its Janitor is Flynn. School 170 is situated on 111th Street in District 19, Division 3. It has 58 classrooms, its Principal is Eloise K. Fisher, its District Superintendent is Stewart and its Janitor is Brundage. School 171 is situated on 104th Street in District 17, Division 2. It has 50 classrooms, its Principal is W. J. O'Shea, its District Superintendent is Farrell and its Janitor is Smith. School 172 is situated on 108th Street in District 17, Division 2. It has 29 classrooms, its Principal is Margaret F. Brangan, its District Superintendent is Farrell and its Janitor is Kenefick. School 174 is situated on Attorney Street in District 5, Division 1. It has 30 classrooms and its Principal is Elizabeth J. Hofer. Its District Superintendent is Shimer and its Janitor Gross. School 177 is situated on Market Street, in District 2, Division 1. It has 42 classrooms, its Principal is Ellen T. O'Brien, its District Superintendent is Haskell and its Janitor

Lane. School 179 is situated on 102d Street in District 18, Division 2. It has 55 classrooms, its Principal is John P. Conroy, its District Superintendent is Taylor and its Janitor is Murphy.

Arithmetic.

Give all the figures on the ruled sheets:

1. A merchant built a block of stores on a lot worth \$10,250. He paid \$782 for excavating, \$3,650 for the foundation, \$9,927 for lumber, \$13,685 for brickwork, \$11,800 for freestone, \$4,269 for slating, \$6,231 for plastering, \$2,568 for painting, \$4,346 for heating apparatus, \$3,964 for elevators, \$7,653 for labor, and \$10,875 for other expenses. If he sold the property at a gain of \$10,000, what did he receive for it?
2. The population of the State of Illinois in 1890 was 3,818,536, and of Ohio 3,666,719. What was the difference in population?
3. If a soldier's rations are 48 ozs. per day, how many ounces would an army of 21,250 men require for 64 days?
4. 231 cu. in. make a gallon. How many gallons in 2,333,331 cu. in.?

Letter.

Write a letter of not less than 150 words, properly dated, addressed, etc., to some friend on the visit of the American Fleet to Japan.

New York State Service

NEW YORK STATE SERVICE.

Stenographer.

This examination, open to men and women, covers all positions for office stenographers in the classified service in the State departments and institutions, and in the various county departments and institutions of the counties of Albany, Erie, Kings, Monroe, New York, Onondaga, Queens, Richmond and Westchester. Appointments to positions in the county service will be made from the general eligible list for the State and county service, resident of the county being preferred for such appointments.

Intending competitors must fill out application and file it in the office of the Commission at least seven days before the date selected for examination. Candidates having application on file will be given about ten days' notice of the time and place of examination.

Competitors must be at least eighteen years of age, and must be citizens and residents of New York State.

The time for each examination is six hours, except as noted below.

Candidates must provide typewriting machines and new note books for use in the examination. They may provide typewriter stands if desired. Machines and stands must be plainly marked with the competitor's name.

The examination is held in four grades as indicated below. Candidates may compete for any or all grades on the same application.

First, second and third grade for positions at salaries of not more than \$600, including some office po-

sitions and most of the positions in hospitals and institutions. Dictation at the rate of 80 words per minute.

Fourth and fifth grades for positions at salaries from \$600 to \$900, including most of the positions in offices and departments. Dictation at the rate of 100 words per minute.

Sixth grade, for positions at salaries exceeding \$1,200. Dictation at the rate of 125 words per minute.

Seventh grade, for positions at salaries exceeding \$1,200. Dictation at the rate of 150 words per minute.

Subjects of examination and relative weight for all grades: Spelling, 2; accuracy and speed in taking shorthand and transcribing with typewriter dictated matter, about 500 words in length, 16; copying and spacing with typewriter (marked for speed and accuracy), 3; letter writing, 3; penmanship, 1; arithmetic (fundamental operations, fractions, percentage and interest), 1. In marking the stenography exercises speed in transcription will be given a weight of 8.

Vacancies in hospitals and institutions at \$30 to \$50 a month and maintenance for women and \$50 to \$62.50 and maintenance for men are of frequent occurrence, and there is excellent chance of appointment to such positions for those who will accept them.

SPECIMEN QUESTIONS.

Spelling.

1. Unavoidable—Not to be escaped.
2. Collation—A feast.
3. Spinal—Relating to the backbone.

4. Delicacy—Nicety.
5. Negligence—Carelessness.
6. Warmth—Heat.
7. Excellence—Goodness.
8. Testament—A will.
9. Wealth—Rich.
10. Courteous—Polite.
11. Ceiling—The top of a room.
12. Continental—Relating to a continent.
13. Avarice—Stinginess.
14. Vindictive—Revengeful.
15. Railing—A fence.
16. Notary—A lawyer.
17. Innocent—Harmless.
18. Veracity—Truth.
19. Jealousy—Envy.
20. Generosity—Liberality.

Simple Dictation.

At the end of the fiscal year the books and accounts of this department were compared with the similar accounts kept by the State Comptroller. The balances in the several accounts were found to agree, both as to the general appropriation account and the rebate account. The department's books were also checked with books of the Comptroller's department, for the purpose of determining the amounts paid to the State treasurer by county treasurers and special deputy commissioners, on account of excise collections. The chief observance and enforcement of the law has been quite as good as expected and a material improvement on the preceding year. The difference of public officials charged with its execution has large-

ly disappeared. The higher courts have sustained the law and given strength to its provisions by favorable decisions in most of the cases brought before them for adjudication. The increased number of legal decisions upon questions arising under the liquor tax law has helped very much in settling matters heretofore uncertain and in dispute, and has been of great value to the department, as well as to those in the trade and the people generally. There has been more discussion of the liquor tax law and more interest taken in its workings and results during the past twelve months than any year since its passage. This interest has not been confined to any particular class, but has been general. There has been a marked increase in the demand for statistics relative to the law and its operation, and the limited edition of three thousand annual reports of this department, published by the last Legislature, was almost wholly exhausted within sixty days from its publication. An urgent increased demand for copies of the law and statistics relative to and bearing upon the liquor traffic under the present and previous laws, was created when one of the great political parties promised in its platform, if sustained by the people, to promptly repeal the act. This unexpected partisan attack upon the law aroused a great deal of interest throughout the State, and has caused much earnest inquiry and discussion as to its merits and demerits. The discussion has been carried on by the press, from the platform and pulpit, as well as among the people generally, in every city, hamlet and town in the State, and from it has arisen an unexpected and phenomenal demand for copies of the law, official reports, figures, facts and general statistics bearing upon the excise question. This material the

department has supplied as best it could. The agitation and thorough discussion of the subject, so materially affecting the welfare and interest of the inhabitants of the State, was a thing much needed, and the comments and arguments thus provoked and carried on have done much good. They have familiarized the people with what has been done, and demonstrated what can and ought to be expected and accomplished under the law when fully understood and fairly administered and observed. Formerly most citizens had taken very little pains to inform themselves, and consequently had but little knowledge of the law or the details of its operation.

Copying and Spacing.

This exercise consists in making an exact copy of a fac-simile of typewritten matter and is rated for speed and accuracy. No specimen questions can be furnished.

Letter Writing.

Write with the typewriter a letter of not less than 125 words, using one of the following topics: (1) Recommending a school of stenography to a friend, or (2) Answering a request for your opinion of stenography as an occupation. Supply full address and necessary details. Sign your examination number, not your name. You are at liberty to make preliminary drafts on other paper before putting the final work on this sheet. In marking the letter, form and address, paragraphing, spelling, punctuating, use of capitals, syntax, style and treatment of subject will be considered.

Penmanship.

An exercise in copying from plain copy will be given, which will be marked only for penmanship.

Arithmetic.

In solving problems the entire process and computation must be given.

1. Write in figures, as one number, fifteen million two thousand fifty-five.
2. Write, in the Roman notation, 65, 90, 145, 508.
3. Add together one-third, one-fourth and one-seventh.
4. Multiply 9875 by 307 and divide by 79.
5. Which is greater (and how much), one-seventh or three elevenths?
6. Find the cost of the following: 348 eggs at 14 cents per dozen; 643 lbs. of sugar at $6\frac{1}{2}$ cents per lb., and 7750 lbs. of coal at \$5.87 per ton.
7. Find the interest on \$725 for one year and ten months at 7 per cent..
8. An agent receives \$1,092.42 with which to buy oats at 42 cents per bushel, and after deducting his commission of 2 per cent. on sum expended, how many bushels can he buy?

Typewriting Copyist.

This examination is open to men and women and is designed to provide eligibles for all positions in the State and county service where typewriting is required without stenography. Salaries vary from \$40 to \$75 a month, and in some offices the compensation is at piece rates, five cents a folio being the prevailing rate.

This is the proper examination to take for work as a typewriter copyist in the county recording offices of counties whose service is classified. Subjects of examination and relative weights: Spelling, 1; copying with typewriter—accuracy, 6; speed, 2; arithmetic (fundamental rules, common and decimal fractions and United States money), 1. Competitors must provide ordinary or book typewriting machines. They may provide typewriting stands if desired. The chief thing to remember is that machines and stands must be plainly marked with the competitor's name.

SPECIMEN QUESTIONS.

Spelling.

The examiner will first pronounce the word, then define it or exemplify it in a sentence, then pronounce it again, after which the competitor is required to write the word on the spelling blank. The competitor should not write the definition, nor should he begin words with capitals unless they are proper names; abolish, balloon, chiefly, heinous, piracy, caucus, tenure, civilian, stupefy, libelous, discrepancy, durable, callous, fascinating, secession, apparel, annuity, circuit, warrant, delegate, coercion, effigy, citation, specimen, erroneous, revenue, judgment, evasion, serviceable, hideous, emotion, medicate, variance, rarity, forfeit, economy, homage, nicety, efficient, almanac, changing, illegible, criticise, elementary, delineate, veteran, vacillating, novelist, emigrate, baptism, deprecate.

Plain Copy.

Note: In marking this exercise a charge will be made for every variation from the printed copy in words, spelling, punctuation, capitals, paragraphing, etc. Penmanship, when a required subject in an examination, will be marked from this exercise. Directions: Copy precisely the following:

Penmanship.

Marked from exercise in plain copy.

Arithmetic.

All the work must appear; give all operations (except mental ones) necessary to find results.

1. Express in figures as a single number, forty-two million, five hundred sixty-seven thousand, eighty-one.
2. A person bought 8 building lots for \$350 each and 12 for \$525 each. What was the average price paid per lot?
3. How many typewriters at \$92.50 each can be bought for \$1,572.50?
4. If 13 crates of oranges cost \$73.45, what will 35 crates cost at the same rate?
5. Add the following: 2468.9, 13579, 100.06, 6042.9601, 187.306, 6.4396.
6. Multiply $2\frac{3}{4}$ by $7\frac{5}{8}$.
7. A had \$3,958, B had \$1,496; A lost \$1,365, B gained \$1,165; then which had the more and how much?

8. What will 8,824 lbs. of hay cost if 2,000 lbs. cost \$15?
9. Add 1-8, 1-7, 2-3 and 5-9.
10. What will it cost to carpet a room 18 feet by 27 feet at 85 cents a square yard?

Copying With Typewriter.

Candidates are required to copy a legal document, such as a deed or mortgage, consisting of 600 to 900 words. Rated for speed and accuracy.

Competitive examinations will be held from time to time for such position as shall be specially requested by appointing officers and for those for which, in the opinion of the Commission, the number of applicants or lack of eligibles renders an examination desirable. The preliminary requirements, subjects of examinations and relative weights for positions in the competitive class are published from time to time. The place and date of an examination for any position, when determined, and any other material information in regard thereto, will be promptly publisehd in THE CHIEF.

The Federal Service

THE FEDERAL SERVICE.

Description of Examinations.

Only one examination is given for stenographer and typewriter for all branches of the service, whether at Washington or elsewhere. Whenever a vacancy occurs in any branch of the service other than Departmental—for instance, in a custom house, postoffice, etc.—a list of eligibles is prepared containing the names of those who were examined in the particular customs district, postoffice district, etc., as the case may be, where the vacancy exists, and who have expressed a willingness to accept a position in that service, preference being given to legal residents of the district.

For the position of male stenographer and typewriter the number of eligibles has not been sufficient to meet the needs of the service.

Examinations for stenographer only and for typewriter only are given for the department and the Isthmian Canal service, but not for the Philippine service.

Stenographer and Typewriter (Male and Female), Department Service.

Age limit, 18 years or over; time allowed, stenographer, five hours; typewriter, five hours; stenographer and typewriter, combined, six hours. The time consumed in giving the stenography dictations is not considered. No special system of stenography

is recommended. Applicants who desire to take this examination for the Federal, Philippine and Isthmian Canal services must file a separate application for each service.

**Stenographer and Typewriter (Male),
Isthmian Canal Service.**

Age limits, 20 to 45 years. Men only will be admitted to this examination. Applicants who desire to take this examination for the Federal, Philippine and Isthmian Canal services must file a separate application for each service. The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Federal Service. The county officer's certificate in the application need not be executed. Applicants should indicate in the application that it is for the Isthmian Canal service.

Panama or Isthmian Canal Service.

The age limits for all positions on the Isthmus or Panama under the control of the Isthmian Canal Commission are subject to civil service examinations are 20 to 45 years.

Representatives of the Civil Service Commission who have recently returned from Panama report that conditions have greatly improved on the Isthmus. The health of the employees is excellent. This condition is due to the sanitary measures taken by the authorities on the Isthmus. Substantial meals are furnished in the hotels, erected for employees at 30 cents a meal, and comfortable quarters have been erected and are in course of erection for the married

men and their families and for bachelors. As higher salaries are paid than in the United States, it is practicable for employees to save a large proportion of their salaries. Employees on the Isthmus freely express their appreciation of the work done by the government in providing for their material welfare, and there is a spirit of co-operation and contentment throughout the service.

The winter months on the Isthmus (the dry season) are, as a rule, clear and pleasant. During this period the nights are cool, which is also true of the nights during the summer months (the rainy season). While there is continuous warm weather, the heat is not intense. The quarters provided for employees are in cool places near the seacoast or on the higher elevations, and it is believed that Americans on the Isthmus suffer less from heat than they do during the summer months in many parts of the United States.

The salaries of such employees, fixed on a monthly or annual basis, and in United States currency, began upon the date of embarkation at the port of departure from the United States, but no payment on account thereof shall be made until after thirty days' service on the Isthmus. They will be required to pay all expenses of the journey to the port of departure, which expenses will not be refunded, but they will be granted free transportation from that port to the point of destination, which will include meals on the steamer. Where practicable and in the best interests of the service, they will be provided with such quarters on the Isthmus as may be available from time to time.

They may be granted, in the discretion of the head of the department in which employed, leave of absence

with pay at the rate of six weeks for every twelve months of service rendered, if said leave is to be taken in the United States, or thirty days' leave with pay if leave is to be taken outside of the United States. This leave may be granted any time after ten months' service, in the discretion of the head of the department in which employed. If such leave is granted, they will be entitled to the government rate each way on the steamers of the Panama Railroad Steamship Company, operating between New York and Colon, which rate at the present time is \$20 for each adult. Compensation for the period of their leave will not be paid until after their return to duty.

Employees whose salaries are fixed on a monthly or annual basis will receive no extra pay for overtime work required of them.

Free medical and hospital attendance in case of illness is provided.

Free transportation is provided to the port of the United States upon the termination, by or at the instance of the Isthmian Canal Commission, of satisfactory service, the character and length of such service to be determined by the head of the department in which employed.

Members of the immediate families of employees will, upon request, when the exigencies of the steamship service permit, be granted the government rate of \$20 between New York and Colon. No charge will be made for children under 6 years of age, and half rates will be charged for children between the ages of 6 and 12 years. Employees will not be permitted to take their families to the Isthmus until they have gone there first and secured quarters for them.

The usual entrance salary for stenographers and typewriters on the Isthmus is from \$1,200 to \$1,500 per annum.

Appointments to clerical positions on the Isthmus of Panama paying not more than \$75 in gold a month may be made without examination under the civil service rules.

No person will be appointed for service on the Isthmus who is not physically sound and in good health. Persons examined for positions on the Isthmus will not be eligible, as the result of such examination, to positions in the United States or Philippine services. Persons appointed as the result of this examination will be expected to proceed promptly to the Isthmus of Panama.

All inquiries concerning examinations for competitive positions (clerk, bookkeeper, stenographer and typewriter, surgeon, physician, interne, trained nurse and draughtsman) under the Isthmian Canal Commission should be addressed to the United States Civil Service Commission, Washington, D. C. Inquiries relative to other positions on the Isthmus of Panama should be forwarded to the chief office of administration, Isthmian Canal Affairs, Washington, D. C.

Stenographer and Typewriter (Male), Philippine Service.

Age limits, 18 to 40 years; application form 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 per annum.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter (combined) examination for the Federal Service.

Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or typewriters only as in the Federal Service. Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be re-examined upon filing a new application. Applicants who desire to take this examination for the Federal, the Isthmian Canal and the Philippine services must file a separate application for each service.

Opportunities in the Philippines.

The civil service of the Philippine Islands offers excellent opportunities to qualified persons, both in the matter of salaries and promotion. Under the operation of the civil service law promotions may be made on the basis of merit from the lowest to the highest positions, and the records of that service indicate that qualified appointees have been rapidly advanced.

Under the Federal civil service rules employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service.

There is continuous warm weather in the Philippines, and the general health of American civilians who take reasonable care of themselves is good. During the greater part of the year Americans suffer less from the heat than during the summer months in many parts of the United States. The nights are generally pleasant during the whole of the year, with the exception of pos-

sibly two or three months. It may also be stated that China and Japan are near at hand and are favorite places to visit during vacations. Within twelve hours' travel of Manila, in the province of Benguet, where the summer capital is to be located, the climate is cool, and as the province is convenient and easily accessible it affords an excellent place at which to seek recuperation.

At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the wards of which civil service employees are admitted at a uniform charge of \$1 a day, with medical and surgical attendance, medical supplies, nursing and food included. Those who desire private rooms are required to pay \$2.50 per diem.

Appointees to the Philippines civil service are required to enter into a contract to remain in the Philippine service for at least two years. A person appointed from the United States may either pay for his transportation or have the government advance it and have the cost deducted from his salary at the rate of 10 per cent. each month. In either event his actual and necessary traveling expense from his place of residence in the United States to the Philippines are refunded to him after two years' satisfactory service in the Islands; and should he remain three years and retire from the service, he is allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence under the Philippine civil service rules.

Appointees are also allowed half salary from the date of embarkation and full salary from the date of their arrival in the islands, provided they proceed directly to the islands by the route and steamer directed. The half

salary allowed, however, is not paid until after the expiration of two years of satisfactory service in the Philippines.

The entrance salary of stenographers and typewriters in the Philippine service is \$1,200 per annum, but the Philippine bureau of civil service has stated that it may appoint at \$1,400 per annum male stenographers who transcribe their notes taken at a speed of 120 words or more per minute and who secure an average of at least 85 per cent. in the stenography dictation and transcription.

After at least two years' continuous, faithful and satisfactory service an employee receiving an annual salary of from \$600 to \$900 with board and quarters, and an officer or employee receiving an annual salary of \$900 or more, but less than \$1,800, shall be granted thirty days' leave; an officer or employee receiving an annual salary of \$1,800 or more shall be granted thirty-five days' leave. Leave shall accrue while an officer or employee is on duly authorized leave of absence with pay. In addition to the leave mentioned, an employee receiving less than \$1,000 a year may be granted twenty-one days' vacation leave, and an employee receiving \$1,000 or more may be granted twenty-eight days' vacation leave during each calendar year. This vacation leave is in lieu of any leave of absence on account of sickness.

After a person has passed an examination for the Philippine service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such eligibles should keep the Bureau advised as to any changes occurring in their postoffice and telegraphic addresses.

STENOGRAPHERS.

Subjects of examination and relative weights of subjects on a scale of 100:

Stenography,	70.
Copying from rough draft,	10.
Penmanship,	5.
Letter writing,	10.
Arithmetic,	5.

The chief test in stenography consists of one exercise of 250 words selected from a speech or some subject containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation, but this test is not a part of the examination and should not be transcribed. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words and 140 words per minute. The matter dictated is different for each exercise. All competitors will be required to take and transcribe the dictation at 80 words per minute, but will also be permitted to take any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictation the competitors will be allowed ten minutes in which to select any one of the remaining exercises which they may wish to transcribe. The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating.

The transcript of the notes may be made either with the typewriter or in long hand. Not to exceed one hour will be allowed for making the transcripts.

Competitors who take the 80-word dictation and also transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the mark on the exercise in which they have attained the higher percentage of speed and accuracy combined, and the other exercise will not be considered. Both speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent. in speed; 100 words per minute, 80 per cent. in speed; 120 words per minute, 90 per cent. in speed; 140 words per minute, 100 per cent. in speed. The rating for accuracy is determined by the correctness of the transcript.

If a competitor fails to attain a rating of at least 70 per cent. on stenography, the other subjects will not be rated.

In the exercise in copying from rough draft the competitor will be required to make with the typewriter or in long hand a corrected copy of rough-draft letter, such as appears in reduced size on page 92, paragraphing, punctuating and spelling as in the copy, but writing in full all abbreviated words.

Accuracy will be considered in rating this subject in the stenographer examination.

Stenographer and Typewriter.

Subjects of examination and relative weights of subjects on a scale of 100:

Stenography,	50.
Copying from rough draft,	10.
Copying and spacing,	10.

Copying from plain copy,	10.
Penmanship (marked on letter),	10.
Letter writing,	5.
Arithmetic,	5.

If the competitor fails to attain an average of at least 70 per cent. on the practical tests of stenography and typewriting, the other subjects will not be rated.

The subjects of copying from rough draft, penmanship, letter writing and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter combined.

In rating the exercise in copying from rough draft for the stenographer examination only the accuracy of the transcript is considered, while for the typewriter examination both accuracy and speed are considered.

If the competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations and is not appointed may, if he desires, upon filing a new application, be examined for the other position during another series of examinations. If the competitor passes on the practical tests of such examinations, his papers will be averaged for the combined examination, the ratings for penmanship, letter writing and arithmetic attended in the latter examination being used in determining the average percentage. This does not apply to the Philippine and Isthmian Canal services. A person who has been appointed from the

typewriter or the stenographer register will be required to take both stenography and typewriting in case of examination.

Second Subject—Copying from Rough Draft.

The accompanying cut illustrates the character of the test given in the subject of copying from rough draft, it being a copy of a series previously used.

One of the great means for
the ocean-carrying marine in maintaining by the U.S.

In one yr we paid to foreign companies \$169,000,000 for
freightage, and \$26,000,000 for fares of passengers, and
insurance. In the very same yr the country sent to foreign
sign lands over \$300,000,000 worth ^{more} of goods than it ^{had} ~~had~~
from those countries, and we ^{call} this the balance
of trade in our favor. N.Y. now ^{is} one of the regular steam-
ship lines between Eur and the U.S. It receives a larger
proportion of the imports, and is the outlet for over one-
third of our domestic exports. Breathtuffs, provisions,
cotton, and petroleum form one-half ^{about} of the exports.
The city has about 353 mi ^{water front}, of which ^{one-half} ~~one-half~~
may be used for shipping, the piers of Jersey City and
Hoboken, in N.J. ^{are} practically ^{the} part of the port, its
ninety mi of piers may be very largely extended. The for-
eign movement of the port, which is very large, is more than
three times the tonnage of its nearest competitor, which is
the city of Boston, about fifty steamers in the foreign
trade ^{every week leaves the port}, half ^{of which} ~~of which~~
is under the British flag and ^{the other} ~~the other~~ under the American flag.

Competitors who take the stenographer examination only will be required to make a copy of the rough draft either in long hand or with the machine,

while those competitors who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination.

Make a correct copy, on the accompanying blank sheet, of the following rough draft. Write in full words which are abbreviated in the rough draft except abbreviations made by the use of figures. Punctuate and capitalize as in copy.

Penmanship.

The rating on penmanship will be determined by legibility, rapidity, neatness and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise of the fourth subject—letter writing. No particular style of penmanship is preferred.

Letter Writing.

The competitor is permitted to write on either one of the two subjects given. The following subject has been used: Write a letter of not less than 150 words giving your views as to the advantages and disadvantages of employment in the department service in Washington.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the letter, its errors in form and address, in spelling, capitals, punctuation, syntax and style, and its treatment of the subject are considered.

Arithmetic.

In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added.

2. Divide 74 3-25 by 7 3-5, multiply the quotient by 3 4-5, and to the product add 0.0907 of 214.6.

3. A father invested a sufficient sum of money in Massachusetts 5's at 97 $\frac{1}{4}$, brokerage $\frac{1}{4}$ per cent., to give his son an annual income of \$1,200. What was the sum invested?

4. The appropriation for the Civil Service Commission for the fiscal year ended June 30, 1907, was \$98,340. During that year 50,000 persons were examined. If 34 per cent. of this number failed to pass and 17 $\frac{1}{2}$ per cent. of those who passed were appointed, what was the average cost to the government?

5. On December 1, 1900, Thomas Hammond, a commision merchant, owed James Wilson on account \$343.75. December 3 Wilson shipped Hammond 8,500 pounds of pork, which he sold at 12 cents per pound, charging $\frac{1}{2}$ per cent. commision. December 7 Hammond sold Wilson 80 head of cattle, total weight 105,960 pounds, at \$4.25 per 100 pounds. December 14 Hammond sold for Wilson 1,800 bushels of wheat at 75 cents per bushel, charging him 1 per cent. commission and \$25 for storage. December 26

Wilson bought of Hammond 128,000 feet of lumber, at \$3.25 per 100 feet. December 27 Hammond received from Wilson a note for \$1,250, due in 60 days. December 29 Wilson paid a draft drawn on him by Hammond for \$460. Make an itemized statement of the above account as it should appear taken from the books of Wilson; make a proper heading, close the account, and bring down the balance as it should appear January 1, 1901.

Typewriter.

Subjects of examination and relative weights of subjects on a scale of 100:

Copying from rough draft,	20.
Copying and spacing,	30.
Copying plain copy,	20.
Penmanship,	10.
Letter writing,	10.
Arithmetic,	10.

In the exercise in copying from rough draft the competitor will be required to make with the typewriter a corrected copy of a rough-draft letter, such as appears in reduced size on page 92, paragraphing, punctuating and spelling as in the copy, but writing in full all abbreviated words.

In the copying and spacing test the competitor is to make an exact copy of an exercise similar to the following, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures and characters, and the relative position of the lines on the sheet.

The copy furnished to the competitor is a photolithograph, similar to the accompanying cut, of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

Statement made by
T R E A S U R Y D E P A R T M E N T
of Customs Business.

Districts and ports.	Fiscal year ended June 30, 1901.			
	Tax.	Re- ceipts.	Value of exports.	Ex- penses.
Saco.	429	655	438	657
Brunswick....	12,534	14,744	32,654	54,020
Albany....	151,564	151,997	167	157,167
Rumboldt....	143	199	5,027
Milwaukee....	419,234	420,234	1,782	18,354
Erie.....	83,385	84,449	210	29,744
Bristol....	574	1,257	88	134
Edgartown....	331	478	1,488
Cape Vincent....	29,749	29,880	13,946	156,390
Burlington....	14	164
Cleveland....	747,560	750,100	1,757	388,825
Worcester....	5,135	7,137	1,000	404
Pembina....	71,023	277	10,308	64,367

The receipts for 1901 are \$20,444,485.64 greater than for 1900, the next highest in our records, and of the increase \$11,-852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is \$22,253,561.00. The surplus for the year is kept at \$77,717,984.58, which is only \$1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1863, \$716,754,876.18.

Copying from Plain Copy.

Paragraph, spell, capitalize and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

The Government, not less than commercial enterprises, is benefited by the courtesy and decorum of

officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in no-wise dependent and servile. Beyond this fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies toward those less fortunately situated will fail of that effective leadership accorded gentlemen. Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

Penmanship.

The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise—copying from plain copy. No particular style of penmanship is preferred.

Letter Writing.

The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words, giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling

ing, capitalization, punctuation, syntax and style, and its adherence to the subject will be considered.

Arithmetic.

In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

1. Add the following, and from the sum subtract 32,885.696 (here will be given a short column of figures).
2. Multiply 7 2-25 by 26.8, and divide the product by 1.92. Solve by decimals.
3. A carrier can assort 43 letters or 37 papers in a minute. At this rate, how many hours will it take him to assort 3,655 letters and 185 pounds of papers, averaging 7 papers to the pound?
4. A lot which was 53 feet wide and 150 feet long sold for \$8,347.50, which was one-fourth more than it cost. What was the cost per square foot?
5. In a certain mail there are 294 pounds, 14 ounces of newspapers at the rate of 3 papers to every 7 ounces. How many papers are there in the mail? 16 ounces=1 pound.

Civil Service of the State and Counties of New Jersey

CIVIL SERVICE OF THE STATE AND COUNTIES OF NEW JERSEY

The examinations held by the Civil Service Commission of New Jersey embrace Essex, Hudson and Mercer Counties; the cities of Newark, Trenton, Jersey City, East Orange, the village of South Orange, and all State departments and institutions.

Where Examinations are Held.

Competitive positions in the State service are open to all citizens of the State who comply with the preliminary requirements, and who are not debarred by the Commission for sufficient cause in accordance with Section 19 of the Civil Service law. Such examinations will be held in Camden, Newark and Trenton, and in such other places as the Commission may deem advisable. Examinations for the service of a municipality will be held within the municipality, and will be confined to citizens of that municipality, except in case of positions of a technical or other character where this restriction is impracticable.

Public notice is given of each examination at least two weeks in advance, by newspaper advertisement, and by posting notices in the County Clerk's office of each county.

The names of persons making inquiry concerning examinations for which no date has been set will be placed on the mailing list, and when the examination

for which they apply is called, a notice of the examination and an application blank will be mailed to the address entered on the mailing list.

Applications Must be Filed.

All candidates for examination are required to make out application on regular blanks furnished by the Commission. Applicants should use great care in executing their applications, answering every question on the blank, and carefully reviewing the jurat, vouchers and applications to see that all blanks are filled and all questions answered. Applications should be forwarded to the Commission at the earliest date possible after the announcement of the examination. The object of the application is to show that the applicant is entitled to enter the examination by age, residence, citizenship, etc., at the time of the examination, and also to furnish the address of the applicant for such notices as the Commission needs to send. It is therefore important that the Commission be notified of any change of address or residence after the application has been filed.

Requests for application blanks and information should be addressed to "Chief Examiner, Civil Service Commission, Trenton, N. J." and should, if possible, be sent so as to reach the Commission ten days before the date of the examination, in order that there may be ample time to complete and return the application. Unless applications are received at the office of the Commission on the last day set for receiving applications for any examination, they may not be filed for that examination, and the applicant may have to wait for the next examination.

Candidates whose applications have been filed in due time and found in regular form, will be notified of the time and place of the examination several days in advance. An application is good for only one examination, unless the applicant is prevented by illness or other adequate cause from entering the examination of which he is notified, in which case the applicant may, by returning his notice, have his application kept on file for a future examination, provided such examination be held within one year from the original filing of the application.

Unless otherwise stated, applicants must be citizens of New Jersey.

THE CHIEF maintains a correspondent permanently at Trenton, in order that its readers shall be kept informed of approaching examinations, establishment of eligible lists, etc., which when announced are published promptly in THE CHIEF.

Sample Examination Questions

STENOGRAPHER, FIRST GRADE.

Salary from \$50 to \$100 per Month.

SUBJECTS AND WEIGHTS.

Experience	(3)
Accuracy and speed in taking shorthand and transcribing with typewriter	(8)
Letter writing and penmanship	(2)
Arithmetic (fundamental operations, including fractions, percentage and interest)	(1)
Tabulation	(1)
Copying from rough draft	(2)
Spelling	(2)
Indexing	(1)

Experience.

This will include a general examination on the education and past experience to determine the fitness of the applicant for a position of this character.

Shorthand.

Dictation will be given at the rate of 100 and 120 words per minute, and candidates will be rated on speed and accuracy in transcribing their notes on the typewriter.

Letter Writing.

The form of the letter, paragraphing, punctuation, capitalization, spelling, grammatical construction and

the ability with which you handle the subject, will be considered in rating this paper.

Write a letter of about one hundred and fifty words, addressed to the Civil Service Commission, Trenton, N. J., giving your views on the following question:

Why is compulsory education desirable?

Penmanship.

Make an exact copy of the following, observing capitalization and punctuation:

With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request, be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person.

Arithmetic.

Show all work. Do not write questions. Indicate answers.

1. Add vertically and across, adding answers obtained in each case to show one grand total:

.85	901.09	21.04
463.27	91.85	764.86
39.99	387.24	1,487.61
1.58	19,877.46	2,804.11
6,598.86	19.90	11,914.19
9,005.79	104.99	6,801.43
95,783.04	3,972.87	217.60
2,469.98	79,841.24	900.75
956.83	18.72	2,145.63

2. Multiply 18,976 by 876, from the product subtract 3,230, and divide the remainder by 286.
3. How many lemons at 6-25 of a dollar a dozen will pay for 80 oranges at $2\frac{1}{8}$ cents each?
4. Multiply 284.0072 by .007, and add to your product 206.001.
5. I bought a roll of carpet containing 82 yards for \$45 and sold it for 75 cents per yard. Find my profit.

Typewriting.

Tabulate the following:

1911—January—Carpenter, \$6.00; laborer, \$6.00; painter, \$12.00; payroll, \$24.00.

February—Carpenter, \$3.25; payroll, \$3.25.

March—Carpenter, \$18.00; laborer, \$16.00; payroll, \$34.00.

April—Laborer, \$4.00; painter, \$12.00; payroll, \$16.00.

May—Carpenter, \$18.00; laborer, \$25.00; payroll, \$43.00.

June—Carpenter, \$54.00; laborer, \$82.25; sundries, \$9.15; payroll, \$145.40.

July—Sundries, \$5.00; payroll, \$5.00.
August—Carpenter, \$3.00; laborer, \$2.00; payroll, \$5.00.
September—Carpenter, \$42.00; laborer, \$40.50; sundries, \$1.25; payroll, \$83.75.
November—Carpenter, \$6.00; laborer, \$17.00; payroll, \$23.00.
December—Carpenter, \$9.00; laborer, \$8.50; payroll, \$17.50.
Totals—Carpenter, \$159.25; laborers, \$201.25; painters, \$24.00; sundries, \$15.40; payroll, \$399.90.

Rough Draft.

See page 92.

Spelling.

Artificial.	Leisure.
Decisive.	Petition.
Illegible.	Poultice.
Noticeable	Specie.
Committee.	Secede.
Anthracite.	Invisible.
Liquefy.	Secrecy.
Laborious.	Surgeon.
Neuralgia.	Vaccinate.
Parallel.	Victuals.
Mucilage.	Deficient.
License.	Mosquito.
Massacre.	

Card Indexing.

A business man desires to establish a card index record of all incoming letters. Given the following

letters, how would you index them so that the letters could be found in the files by anyone knowing either the name of the writer or the subject of the letter? Sketch index cards and show on them the entries you would make:

Mr. John Dee, Trenton, N. J. Oct. 1, 1912.

Dear Sir—I have received your application for a life insurance policy and will send one of our agents to see you early next week.

Yours truly,
THOMAS BEE.

Mr. John Dee, Trenton, N. J., Sept. 30, 1912.

Dear Sir—Replying to your favor of Nov. 28th, I have to inform you that the sample of coal which you submitted for use in our factory is not satisfactory.

Very truly yours,
HENRY JONES.

STENOGRAPHER, SECOND GRADE.

Salary from \$40 to \$50 per Month.

SUBJECT AND WEIGHTS.

Experience	(3)
Stenography	(8)
Spelling	(3)
Arithmetic	(1)
Letter writing and penmanship	(2)
Copying from rough draft	(1)
Typewriting	(2)

Experience.

This will include a general examination on the education and past experience of the applicant.

Stenography.

Dictation will be given at the rate of about 80 words per minute, and candidates will be rated on speed and accuracy in transcribing their notes on the typewriter.

Spelling.

Spelling is dictated by the examiner, who pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The number of words varies from twenty to fifty. The following are specimens: Piracy, pledge, cashier, lien, forfeit, dictate, judgment, expensive, veteran, delineate, erroneous, specimen, tying, salary, tenure, economy, schedule, require, durable, rarity.

Arithmetic.

This embraces addition, multiplication, subtraction and division of whole numbers, and, in some cases, of common and decimal fractions, as follows:

1. Add the following numbers across, placing the sums in the spaces provided and find the grand total:

\$27,864	\$ 6,734	\$14,896	\$.....
23,635	29,328	37,257
1,804	86,872	34,639
29,786	16,764	17,943
46,367	12,003	8,763
			<hr/>
			\$.....

2. Find the gain on each of the following items and the total gain:

Selling Price.	Cost.	Gain.
\$32,000 00	\$27,621 00	\$.....
57,640 33	48,924 29
9,437 00	4,819 22
89,754 00	78,947 35
2,341 58	1,838 69
<hr/>		<hr/>
Total	\$.....

3. Find the total cost of $3\frac{1}{2}$ dozen note books at the rate of \$4.25 per hundred.

4. Express in figures in the form both of decimal fractions and common fractions, the following amounts:

- (a) Four-millionths.
- (b) Twenty-one-thousandths.
- (c) One-hundredth.
- (d) One-tenth.

5. Perform the following indicated operation:

$$\begin{array}{r} \frac{1}{4} + \frac{3}{4} + \frac{1}{4} = \\ \frac{1}{4} \times \frac{1}{4} = \end{array}$$

Penmanship.

The rating on penmanship will be determined by legibility, rapidity, neatness and general appearance of the exercise in copying from plain copy.

Copying from Rough Draft.

See page 92.

Letter Writing.

The competitor is required to write a letter of not less than one hundred and twenty-five words on either one of two subjects, as for example: Give your views on the wisdom of the State's policy in contributing liberally to the support of the public schools, or on the wisdom of restricting immigration.

Copying from Plain Copy.

The competitor is required to make an exact copy of some selected printed matter, paragraphing, spelling, capitalizing and punctuating exactly as in the copy. See page 96.

Typewriting.

The competitor is required to make an exact copy of the sample given, which usually includes tabulated work. The following shows the general character of the test:

Newark, N. J., Oct. 15, 1912.

Gentlemen—The Committee of Public Buildings, Hospital Extension, submit the following annual report of expenditures for the year ending April 30th, 1912:

Balance on hand April 30th, 1911.....	\$134,319 78
Sale of bonds, J. D. Everett & Co.....	500,000 00
Premium on bonds	2,855 00
	<hr/>
	\$637,174 78

Typewriting.

Copy the following. Speed and accuracy will count.

EXPENDITURES.

R. E. Heningham,	\$319,627	98
Miller & Sons Co.,	34,000	00
Jacob Peter, grading,	34,238	86
Slaybach Van Order Co., drain pipe	407	36
Ralph B. Schmidt Co., plumbing,	497	05
C. P. Schmidt, printing,	31	50
John Doriety, filter beds,	14,908	20
Frank Stager, drain pipe,	19	25
Joseph J. Smith, driven well,	15,500	00
James Owen, engineer,	802	50
Hard & Sutton, architects,	42,000	00
Columbia Trust Co., engraving bonds,	320	80
H. F. J. Bartlett, clerk of works,	1,572	80
		<hr/>
		\$463,926
		<hr/>
Balance of appropriation, April 30th, 1907, \$173,248	48	

Respectfully submitted,

JOHN CUSACK, Chairman.

ROBERT H. HARPER,

EDWARD C. EATON,

EMMETT J. QUINN,

HUGH GALLAGHER,

DAVID A. McBRIDE,

MICHAEL BARRY, Director.

STENOGRAPHER—Third Grade.

Salary, \$40 per month.

SUBJECTS AND WEIGHTS.

Experience,	(20)
Spelling,	(10)

Stenography (80 words per minute),	(20)
Penmanship,	(5)
Typewriting (tabulation),	(20)
Rough draft,	(5)
Arithmetic,	(5)
Indexing,	(10)
Letter writing	(5)
<hr/>	
Total,	(100)

Experience.

This will cover a general examination on the past experience and education of the applicant.

Spelling.

(The Examiner will pronounce the word, give definition and then pronounce again.)

1. Cite—to quote or repeat.
2. Diligent—pains-taking; not negligent.
3. Edict—a special proclamation; a decree.
4. Impatient—restless; uneasy; eager.
5. Persevere—to persist in anything undertaken.
6. Crude—in a natural state; immature.
7. Currency—state of being current; general acceptance; circulation.
8. Fulfill—to accomplish (an intention, promise); to bring to pass.
9. Feasible—practicable; capable of being done or effected.
10. Maintenance—support; means of sustenance.
11. Subdue—to overpower, to bring under.
12. Capacity—power of receiving or containing; extent of room or space.

13. Preferable—more desirable.
14. Genius—a person of great mental power.
15. Conscience—aware; sensible.
16. Yield—to give up; to surrender.
17. Debtor—one who owes anything.
18. Imagine—to conceive; to think; to suppose.
19. Sundries—many small things.
20. Messenger—one who bears a message.
21. Citizen—an inhabitant of a city.
22. Accumulate—to heap up; to collect.
23. Assembly—as the “House of Assembly.”
24. Defeat—to overthrow; to overcome.
25. Eminent—high, distinguished.

Stenography.

Letter of 105 words to be dictated at the rate of 80 words per minute.

Bangor, Me., June 5th, 1912.

Messrs. Allen & Co., New York.

Gentlemen—Having established myself in business here with every prospect of success, I desire to open an account with your house, hoping it will be to our mutual advantage. With this view I inclose order, to be filled with the least possible delay and on your lowest terms, for which I will thank you. As this is a first transaction, upon receipt of the invoice less the discount for cash, I shall remit a sight draft on a bank in your city for the amount.

Referring you to Messrs. Jones & Co., of this place, I am, gentlemen,

Yours respectfully,

D. G. SIMPSON.

Clipping 121 words to be dictated by the Examiner.

One of our wisest teachers has said, "The greatest thing a human soul ever does in this world, is to see something, and to tell what it saw in a plain way." Hundreds of people can talk, for one who can think. But thousands can think for one who can see; to see clearly is poetry, prophecy and religion all in one.

Opening his ears, Watt hears the movement of steam and finds his fortune. Millet explained his fame by saying he copied the colors of the sunset at the moment when reapers bow the head in silent prayer. The great bard, too, tells us he went apart and listened to "find sermons in stones, and books in the running brooks."

Letter Writing.

Sign with your examination number. Do not use your name.

Write a letter addressed to the Civil Service Commission, not less than 200 words on the following subject:

How may a stenographer best acquaint herself with the duties of her position?

Arithmetic.

Note.—All work must appear on candidate's paper. A perfect mark will not be given when answers only are submitted.

1. Add the following:

24264264	72519218
62462148	67482153
64292862	72186349
56259421	39256258
62462962	78295416

2. A furniture dealer bought a stock of goods amounting to \$5,216. After selling goods amounting to \$4,917, he took an account of stock and found that he had furniture on hand amounting to \$1,937. Did he gain or lose, and how much?
3. What is the interest on \$1,240 for 30 days at 6%?
4. If a girl pays \$196 for 28 weeks' board, what will she pay for 37 weeks?
5. An American flag was purchased by some school children for \$11 $\frac{3}{8}$, and the flag-staff cost \$6 $\frac{1}{4}$. What did both cost? (Express in dollars and cents.)

Card Indexing.

Suppose, when entering upon the duties of stenographer, you were given an accumulation of mail matter with which to establish card index system—state specifically the first mode of procedure. Also sketch cards, and explain how with the material given in the following letters you would start this system, stating the disposal of the letters afterward. Place the entries on the cards in such a way that the letters could be found by anyone knowing either the name of the writer or the subject of the letter.

Winthrop, Mass., October 27, 1912.

Mr. Lewis Conger, Milton, Mass.

Dear Sir—In answer to your letter of 9th inst., calling attention to the defective condition of the pavement in front of your school building, I beg to say I have report from the water purveyor that a repair gang has been ordered to make the needed repairs at once.

Very respectfully,
THOMAS SIMPSON.

New Haven, Conn., October 27, 1912.

John Williams, Washington, D. C.

Dear Sir—Please accept my thanks for your favor of the 25th, and also for the package of reports of the Secretary of State, and of various United States consuls in foreign countries. I find these reports of considerable value to me in my work of statistical investigation, and will be greatly indebted to you if you will put me on your regular mailing list. Believe me with renewed thanks.

Yours truly,

F. C. WHITNEY.

Copying from Rough Draft.

Make a clear copy of the following letter, correcting all errors in spelling, punctuation and capitalization, transposing and inserting words and phrases as indicated. The copy made from this draft will be marked both for accuracy and penmanship. See page 92.

Penmanship.

The competitor is required to make an exact copy of the following, spelling, capitalizing and punctuating exactly as in the copy. (This paper will be marked for accuracy as well as penmanship.)

The career of the late Dr. Marshall Hall was a life-long illustration of the influence of character in forming character. Many eminent men still living trace their success in life to his suggestions and assistance, without which several valuable lines of study and investigation might not have been entered on, at least at so early a period. He would say to young men about him, "Take

up a subject and pursue it well, and you can not fail to succeed." And often he would throw out a new idea to a young friend, saying, "I make you a present of it; there is fortune in it, if you pursue it with energy."

Typewriting.

Tabulate the following:

Table XXII.—Showing yearly increase of population since opening of institution:

October 31, 1894, 520 men, 530 women, total 1,050;
 October 31, 1895, 541 men, 575 women, total 1,116;
 October 31, 1896, 538 men, 550 women, total 1,088;
 October 31, 1897, 593 men, 584 women, total 1,177;
 October 31, 1898, 618 men, 618 women, total 1,236;
 October 31, 1899, 658 men, 644 women, total 1,302;
 October 31, 1900, 696 men, 693 women, total 1,389;
 October 31, 1901, 707 men, 683 women, total 1,390;
 October 31, 1902, 729 men, 732 women, total 1,461;
 October 31, 1903, 744 men, 761 women, total 1,505;
 October 31, 1904, 789 men, 812 women, total 1,601;
 October 31, 1905, 834 men, 840 women, total 1,674;
 October 31, 1906, 872 men, 907 women, total 1,779;
 October 31, 1907, 917 men, 907 women, total 1,824.

Law Stenographer.

Salary, \$750 per year at outset.

Subjects of examination and relative weights.

Experience,	(20)
Spelling,	(10)
Stenography,	(20)
Typewriting,	(20)
Indexing,	(10)

Plain copy,	(5)
Arithmetic,	(5)
Rough draft,	(5)
Letter writing,	(5)
<hr/>	
Total,	(100)

Experience.

This will cover a general examination on the past experience and education of the applicant.

Spelling.

1. Defendant—A person required to make answer in a legal action.
2. Plaintiff—One who brings suit for an injury.
3. Lien—A legal claim.
4. Legalize—To make lawful.
5. Deposition—Testimony put in writing.
6. Certiorari—A writ issued by a court.
7. Complainant—One who commences a legal process.
8. Caveat—A notice given to court to stop proceedings.
9. Oyer—A legal hearing of a deed.
10. Testator—A man who leaves a will.
11. Perjury—Act of swearing falsely.
12. License—Document by which permission is granted.
13. Litigate—To contest in law.
14. Tenable—Capable of being defended.
15. Assigns—Persons to whom property is transferred.
16. Evidence—Testimony or proof.
17. Adjudication—A judicial decision.
18. Executor—One who sees that a will is carried into effect.

19. Demurrer—An objection to legal proceedings.
20. Notary—A public officer who certifies deeds, etc.
21. Debenture—An evidence of a debt.
22. Chancery—A court.
23. Accessory—One who contributes to a crime.
24. Probate—To obtain official approval.
25. Accusation—The act of charging with a crime.

Stenography.

To be dictated by the Examiner.

SUPREME COURT OF OHIO.

THE MONON STOCK COMPANY,
Plaintiff in error,

vs.
CAROLINE M. BARD AND
JOHN S. BARD,

Defendants in Error.

No. 987.

PETITION IN ERROR.

Filed October 5th, 1899.

The Monon Stock Company, plaintiff in error, says that at the January Term, A. D. 1899, of the Circuit Court of Hamilton county, Ohio, the said defendants in error, Caroline M. Bard and John S. Bard, by the consideration and judgment of said court, recovered a judgment of the Court of Common Pleas of said Hamilton county, recovered by said defendants in error against said plaintiff in error at the April Term, 1899, and said Court of Common Pleas of Hamilton county;

a transcript of the docket and journal entries in said case, together with the original pleadings and papers, and the bill of exceptions filed therein in each of said Courts, are herewith filed, and this plaintiff in error avers that there is error in the said record and proceedings of said Circuit Court to the prejudice of this plaintiff in error in this, to wit:

1. The Circuit Court erred in affirming the judgment of the Court of Common Pleas.

2. The said Circuit Court erred in its refusal to reverse the judgment of the said Court of Common Pleas for the reasons stated in the petition in error filed by this plaintiff in error in said Circuit Court.

3. And for other reasons apparent upon an inspection of said transcript, original papers, record and proceedings filed herewith.

Wherefore, plaintiff in error prays that said judgment of said Circuit Court of Hamilton county, Ohio, may be reversed, and that this plaintiff in error may be restored to all things that it has lost by reason thereof.

.....
Attorneys for Plaintiff in Error.

The issue and service of summons in error is hereby waived and appearance of defendants in error is hereby entered this day of September, A. D. 1899.

.....
Attorneys for Defendants in Error.

Mr. John Doe,
Boston, Mass.

Dear Sir—We hand you herewith Sheriff's Certificate of sale secured in the foreclosure of Loan 602. The certificate is duly assigned to the assignees of this company, and we will thank you to issue, in lieu of the

certificate, Sheriff's Deed in favor of John Jones and Thomas Brown as assignees for the benefit of creditors of the Thompson Loan and Trust Co. As soon as the deed has been prepared, be kind enough to deliver the same to the Auditor for record, and we have this day advised him that his fee will be paid as soon as we are advised of the amount due.

Your prompt attention will oblige,

Yours truly,

THOMAS GREEN & SON.

(About 125 words.)

Typewriting.

Candidates are required to tabulate the following: Copy of Account relied on under the foregoing plea, and notice of set-off. The Cornwall Ivory Company, to Owen and Jones Piano Company, Dr., Oct. 12, 1899, 200 sets piano keys sold to and agreed to be delivered by the Cornwall Ivory Co. to the Owen & Jones Piano Co., at \$8.75 per set—200. Nov. 20, 1899, 200 sets piano keys sold to and agreed to be delivered by the Cornwall Ivory Co. to the Owen & Jones Piano Co. at \$8.75 per set, delivery to be at the rate of 30 sets per week—200. Jan. 12, 1900, 1,080 sets piano keys sold by and agreed to be delivered by the Cornwall Ivory Co. to the Owen & Jones Piano Co. at \$8.75 per set—1,080. Total, 1,480. Delivered on the above orders by the Cornwall Ivory Co., 186 sets—186. Undelivered—1,294. 1,294 sets of piano keys not delivered by said Cornwall Ivory Co. on the above orders and sales, whereupon said Owen & Jones Piano Co. was obliged to and did buy, at the market price,

Cook county, Illinois, 1,294 sets of piano keys, paying therefor \$9.65 per set, involving a loss and damage to said Owen & Jones Piano Co., which is now due from the Cornwall Ivory Co., of—\$1,164.60. Attorney for Defendant.

Card Indexing.

An attorney desires to establish a card index. Given the following documents, how would you proceed to file them away and to arrange cards for ready reference (also sketch cards).

In the District Court In and For Dubuque Co., Iowa.

Oct. Term, 1900.

JAMES PENDERGAST,
Plaintiff,
vs.
JOHN CRAWFORD,
Defendant.

Petition

State of Illinois, } ss. In the Circuit Court.
County of Cook. }

Rapid Transit Co. }
vs. } Gen. No. 789, Term No. 987.
Edw. E. Copeley. }

PLEA.

He also desires to establish a card index system of all incoming letters. Given the following letters, how would you proceed to file them? Sketch cards and

show entries you would make, so that a letter could be found by anyone knowing either the name of the writer or the subject of the letter.

Newark, N. J., Sept. 2, 1912.

Mr. James Kent,
Boston, Mass.

Dear Sir:

In accordance with your letter, we have notified the tenants at No. 57 Spruce St., to hand us check for balance of rent due you, without further delay.

Yours truly,

MAKLIN & COOK.

Newark, N. J., Sept. 3, 1912.

Greene & Co.,
West 23d St.,
New York.

Gentlemen:

In reply to your inquiry of the 30th ult., will say that the case of Harris vs. Melvin has been postponed until the next term of court.

Yours truly,

JOHN E. GARVIN.

Plain Copy.

Copy with pen, being careful to capitalize, spell and punctuate as in copy. Each of above, as well as penmanship and general appearance of paper, will be considered in rating.

Office of the
CHICAGO, ROCK ISLAND & PACIFIC RAIL-
WAY COMPANY.

Chicago, Ill., March 28, 1912.

A meeting of the stockholders of the Chicago, Rock Island & Pacific Railway Company duly called by the Board of Directors, will be held on the day and at the place of the annual meeting of the Stockholders—to wit: at the General Office of the Company in the City of Chicago, County of Cook, and State of Illinois, on the fourth (4th) day of June, A. D. 1902, at 11 o'clock A. M. for the purpose of considering and voting upon a proposition or resolution to increase the capital stock of the said The Chicago, Rock Island & Pacific Railway Company to the amount of Seventy-five Million Dollars, and for that purpose to amend Paragraph 1 of Article V of the Articles of Consolidation of said Company so that the same shall read as follows, to-wit: "The Capital Stock of the Chicago Rock Island & Pacific Railway Company, the consolidated corporation hereby created, shall be limited to the sum of Seventy-five Million Dollars, until the amount thereof is increased by an amendment to these articles of consolidation adopted in the manner provided in the thirteenth article hereof.

"The said Capital Stock shall be divided into shares, each of which shall have a par value of One Hundred Dollars, and shall be issued and disposed of for corporate purposes at such time and on such terms and conditions as the Board of Directors or the Executive Committee may determine."

By order of the Board of Directors.
ROBERT S. CRANE, LEWIS G. LLOYD,
Secretary. President.

Arithmetic.

Note.—All work should appear on the candidate's examination paper. A perfect mark will not be given when simply the answers are submitted.

1. Write decimals:
 - (a) Seventy-five hundredths; thirty-three and a third hundredths; three hundredth and three hundredths.
 - (b) Five and seven thousandths; eight and forty-two thousandths; twenty-five thousandths; one millionth.
 - (c) Four hundredths; seven ten-thousandths, six hundred thousandths.
2. What is the difference in cost of 144 books @ \$1.16 2-3 a volume, and the same number @ \$1.12½ a volume?
3. Find the interest and amount of \$415.48 for 3 years, 5 months, 10 days, at 6%.
4. Which gives the lower price for a piano listed at \$600, a direct discount of 45%, or successive discounts of 25%, 15% and 5%? How much lower?
5. In making a dress ruffle $3\frac{1}{8}$ inches wide, enough cloth must be allowed to turn in $\frac{7}{8}$ inches on one side and $1\frac{1}{4}$ inches on the other. What is the total width of cloth needed?
6. A man whose income was \$1,500 a year spent 48% of it. How much did he save?
7. Which is larger and how much, the product of .625 and .375 or their sum?
8. Divide .03125 by .000025.

Copying from Rough Draft.

Make a clear copy of the following letter, correcting all errors in spelling, punctuation and capitalization, transposing and inserting words and phrases as indicated. The copy made from this draft will be marked for accuracy.

See page 92.

Letter Writing.

Write a letter of not less than 125 words, addressed to the Civil Service Commission, Trenton, N. J., on the following subject, signing your examination number—not your name.

The form of the letter, paragraphing, punctuation, capitalization, spelling, grammatical construction and the ability with which you handle the subject, will be considered in rating this paper.

Subject:

The consequences of Inattention on the Part of a Stenographer in a Law Office.

PEN AND TYPEWRITER COPYIST

Salary, \$40 per month.	
Subjects and weights.	
Experience,	(2)
Spelling,	(1)
Letter Writing,	(1)
Pen Copy or Typewriter Copy,	(5)
Penmanship,	(4)
Rough Draft,	(1)
Arithmetic,	(1)
<hr/> Total,	(15)

Experience.

This will cover a general examination on the past experience and education of the applicant.

Plain Copy.

The competitor is required to make an exact copy of the following, spelling, capitalizing and punctuating exactly as in the copy.

Candidates competing in this examination as Type-writer Copyists are required to use the machines for this particular work.

This paper will be marked for neatness and accuracy.

SHORT FORM OF DEED.

Known all men by these presents, that I, Charles Robinson, of Riverhead, Suffolk county, State of New York, for and in consideration of the sum of one thousand dollars to me paid by John Eden, of Dix Hills, County and State aforesaid, the receipt whereof is hereby acknowledged, do give, sell, and convey unto the said John Eden, all that (describe the premises). To have and to hold the same to the said Eden, his heirs and assigns, to his and their use forever. And I, the said Charles Robinson, covenant with the said Eden, his heirs and assigns, that I am lawfully seized in fee of the premises, that they are free from all incumbrances, that I have a good right to sell the same as aforesaid, and that I will warrant and defend the same to the said Eden, his heirs and assigns, against the lawful claims and demands of all persons.

In testimony whereof, I, the said Charles Robinson, have hereunto set my hand and seal this 20th of Nov., 1910.

CHAS. ROBINSON. (Seal).

Signed sealed and delivered
in the presence of

GEO. SMITH,
GILBERT AKERLY.

Arithmetic.

Note.—All work must appear on candidate's paper. A perfect mark will not be given when answers only are submitted.

1. Complete the following statement by adding downwards and from left to right. The sums of the totals should be equal.

Sales for the week ending Jan. 28, 1911.

	Shoes	Furniture	Books	Totals
Monday	\$176.42	\$376.40	\$117.13	
Tuesday	97.20	184.00	64.72	
Wednesday	200.48	417.65	156.25	
Thursday	227.59	476.00	171.14	
Friday	87.14	148.12	100.80	
Saturday	249.67	417.13	426.00	
Totals				

2. If 32 pages of a book are printed on one sheet, how many reams of paper would be required for 2,000 copies containing 384 pages each?

3. What is the interest of \$449.38 for one year, four months and twelve days at 7 per cent.?
4. What is the difference between $2\frac{1}{8}$ per cent. of \$16,000 and 5 per cent. of \$8,475?
5. A man pays for a house and lot \$6,375. For repairs, as follows: Mason work, \$68; plumbing, \$78; carpenter work, \$164; painting, \$277. For how much must he sell it to gain \$567 on the total cost?

Copying from Plain Copy.

See page 96.

Spelling.

Twenty-five words similar to those on page 112.

Tests by Private Corporations

PRIVATE CORPORATIONS HOLD EXAMINATIONS FOR STENOGRAPHERS AND TYPEWRITERS

Insurance companies and other large corporations that employ a large force of stenographers and typewriters have come to recognize the need of requiring tests of merit and fitness of those who seek to enter their employ. Leonhard Felix Fuld, L. L. M., Ph. D., examiner in the New York Civil Service Commission, writing in *Office Appliances*, a monthly magazine issued in Chicago, on this progressive phase of stenographic service, says:

The president of a large New York corporation was much annoyed by the complaints which he received regarding the inefficiency of the corporation's stenographers. It was represented to him that many of them were incompetent, that nearly all of them lost many days each year by reason of absence from the office and that since they had been selected through personal, social, political or religious influence the attitude of some of them seemed to indicate that they believed the same influence which had secured their appointment would protect them from dismissal.

The corporation did not have a centralized stenographic bureau but assigned a stenographer to each of its principal officers and clerks. The men to whom these stenographers were assigned were reluctant to make direct complaint concerning them. This reluctance was due partly to the natural chivalry which men feel toward

women and partly to a fear that by making direct complaint they might antagonize the friends of the stenographer. Most of the errors in the corporation's business were however attributed to the carelessness, inefficiency, or lack of attention of the stenographic force.

The president of the corporation recently decided to investigate the subject of the employment of stenographic help thoroughly, with a view to correcting any abuses existing in the present system and installing an improved system. He engaged the services of a specialist with instructions to install a system which would secure to the corporation the services of a thoroughly competent stenographic force.

The first change made by this specialist was the establishment of an efficiency record system. At the end of each quarter each man to whom a stenographer was assigned was required to report upon her efficiency. He was asked to designate her services as being satisfactory, unsatisfactory or more than satisfactory.

Personality Important Element.

Recognizing the fact that personality is an important element in the efficiency of a stenographer, those who were reported as being unsatisfactory were not reprimanded in any manner but were merely transferred to some other employee or division of the corporation. If at the end of the next quarter they were again reported as unsatisfactory by the employee to whom they had been assigned they were again transferred and were notified that if they were reported as unsatisfactory a third time their services would be dispensed with.

Those who were reported as having performed more than satisfactory service were placed on an honor roll.

They received a letter of commendation signed personally by the president and were given an opportunity to work overtime, for which the corporation remunerated them liberally. This assignment to overtime work has always been considered by the corporation's stenographers an extremely desirable assignment because of the liberal extra compensation.

The specialist next directed his attention to the methods employed in the selection of new stenographers. He announced that since the corporation paid more liberal salaries than many other corporations in the city it was entitled to the best stenographers. He found that when appointments were made on the recommendation of men who did not themselves come into intimate contact with the employees, such recommendations were not always based upon a knowledge of the stenographer's ability. Frequently such recommendations were made with a view to favoring those who had business relations with the corporation and whose efforts to secure employment for a friend or relative could not be easily resisted by the executive officers.

Selected by Open Competition.

It was decided to select stenographers in the future by means of open competition. The corporation announced that any stenographer could obtain an application blank by making written request therefor, accompanied by a self-addressed and stamped envelope. The number of applications filed with the corporation was so large that the cost of examining these applicants was at first believed to be prohibitive. To overcome this objection each application was time-stamped and numbered consecutively

upon its receipt in the office and the first examination was limited to the first two hundred and fifty applications filed.

On the application blanks the applicants were asked a question regarding their education. They were asked the name of each former employer, the dates of their service in the employ of each, and the cause of their leaving. They were also asked how many days they lost each year from their office work and the cause of their absence, specifying the disease if it was caused by illness. The application was put in the form of an affidavit because although no prosecution could be taken for perjury on an application of this kind it was found that applicants and particularly women are very careful about their statements under oath.

A large number of candidates were summarily rejected on their application blanks. Among those so rejected were those who frequently changed their employment without any good reason,—those who stated that their employers asked them to perform menial work, such as dusting a desk, which they did not consider compatible with the dignity of a stenographer—a class of women not satisfactory for work because these women are not willing workers. There were also rejected those who admitted that they lost several days each month because of a cold,—a class that causes very serious inconvenience in the office by reason of their periodic absence and their interruption of the corporation's work thereby.

Previous Record Investigated.

Those whose applications were accepted were then subjected to a careful examination of their previous record. This investigation was made by means of correspondence with their former employers. Comparatively few can-

dicates were rejected as a result of this investigation because it was found that most of the former employers recommended them. A few applicants were rejected because of evidence of lack of honesty.

The remaining candidates were next subjected to a medical examination conducted by the specialist in charge of this work. Each applicant was requested to bring her mother or a chaperon with her and the examination was confined to a general inspection of the candidate's physique and a stethoscopic examination of heart and lungs. A trained nurse was present at the examination to assist the examiner. By means of this examination those candidates who falsely stated on their applications that they were in good health and lost no time from their work when their condition plainly indicated that they were not physically able to stand the strain of the daily routine of office work without interruption were detected and eliminated.

The final test was a written examination consisting of dictation at the rate of one hundred words a minute for five minutes, an exercise in tabulation, a spelling exercise and a letter. These examination papers were rated on a competitive scale and an eligible list was prepared as the result of these written tests. From this eligible list appointments were made strictly in numerical order. The rating of the examination papers was done severely on the theory that the corporation was entitled to the very best employees. The number of applicants who succeeded in reaching a place on the eligible list was comparatively small.

Plan Highly Satisfactory.

The results of this plan have proven extremely satisfactory to the corporation. By the establishment of this

system the executive officers of the corporation have been enabled to say to those who seek positions for their friends that they will gladly appoint them to positions if they succeed in passing the preliminary tests, but that the policy of the corporation forbids any appointment except from the eligible list resulting from these examinations. The corporation is obtaining the very best stenographers obtainable in the city. They are thoroughly competent in their work at the time of their appointment; the corporation loses almost no money and suffers almost no inconvenience by reason of the periodic absences of stenographers which cause so much loss to many employers and the efficiency record system acts as an incentive to the most ambitious stenographers and as a deterrent to those who are inclined to be lazy or inefficient.

The cost of this system has not been as large as might be supposed. It requires only the part time service of the specialists and the part time service of a stenographer. A liberal compensation is paid to both because of the importance of the work but the total cost is not large. The only other item of expense is that for stationery and postage. On the other hand the remarkable efficiency of the newly appointed stenographers, their regularity of attendance, their longer tenure of office and the general efficiency of the stenographic force have increased the general efficiency of the entire personnel of the corporation to a distinctly noticeable extent, much to the gratification of the executive officers.

Index

	Page
Age Limits (Municipal Service).....	25
Book Typewriter	25
Book Typewriter, Questions (Municipal).....	49
Clerical Branch	19
Copyist, Typewriting (Municipal).....	25
Copyist, Typewriting, Questions.....	52, 54, 57, 59, 62
Copyist (N. Y. State Service).....	74
Court Stenographer, Age Limits and Salary.....	25
Court Stenographer, Questions (Municipal).....	38
Dictation, See Preface.	
Duties, An Expert's Views On, See Preface.	
Examinations, Private Corporations Hold Them.....	139
Federal Service	81
Law Stenographer (N. J. State Service).....	123
New Jersey State Service.....	103
New York State Service.....	69
Pen and Typewriter Copyist (N. J. State Service).....	132
Salaries (Municipal)	25
Stenographer and Typewriter 1st to 4th Gr. (Municipal) ..	25
Stenographer and Typewriter, 2d to 4th Gr. (Municipal) ..	30
Stenographer and Typewriter, B. of W. S. (Municipal) ..	35
Stenographer and Typewriter (N. Y. State Service).....	70
Stenographer and Typewriter (Federal Service), 82, 85, 89, 90	
Stenographer and Typewriter, 1st Gr. (N. J. State Service) ..	109
Stenographer and Typewriter, 2d Gr. (N. J. State Service) ..	113
Stenographer and Typewriter, 3d Gr. (N. J. State Service) ..	117
Stenographer and Typewriter, Law (N. J. State Service) ..	123
Typewriter (Federal Service).....	95

BOOKS FOR THE Stenographer and Typewriter

HOW TO BECOME A LAW STENOGRAPHER— For use in Civil Service work. High Schools and Business Colleges. (By mail, 15c. extra)	75c.
COURSE IN ISAAC PITMAN SHORTHAND— New exposition of the Pitman system of Phonog- raphy. Cloth, gilt, 240 pages. (By mail, 15c. extra)	\$1.50
TWENTIETH CENTURY BUSINESS DICTATION AND LEGAL FORMS—(By registered mail, 15c. extra)	75c.
SHORTHAND DICTIONARY—Shorthand outlines of over 60,000 words with key in ordinary type. Cloth, 316 pp. (By mail, 20c. extra)	\$1.50
A PRACTICAL COURSE IN TOUCH TYPEWRIT- ING—A scientific method of mastering the Key- board. (By mail, 15c. extra)	75c.
STENOGRAPHER AND TYPEWRITER—Specimen and actual Civil Service questions used in Federal, State and City examinations for all grades, includ- ing Court Stenographer	75c.
PHONOGRAPHIC PHRASE BOOK—Enables sten- ographer to increase speed. (By mail, 10c. extra)	40c.
STENOGRAPHIC EXPERT—Numerous plates of stenographic reports, Court procedure, familiar phrases, etc. (By mail, 20c. extra)	\$2.00

Books for General Education

SPELLER—For use as a Civil Service text book. Cloth 134 pages. (By mail, 43c.)	25c.
ARITHMETIC—Meets the Civil Service examinations in Mathematics. Cloth, 459 pages. (By mail, 18 cents extra)	75c.
GRAMMAR—Civil Service examinations are based on a correct knowledge of English. (By mail, 18 cents extra)	40c.
ENGLISH COMPOSITION—How to write English properly. (By registered mail, 17 cents extra)....	\$1.00
HOW TO IMPROVE YOUR HANDWRITING— Series of copy slips, with complete instructions. Cloth, 76 pages (By mail, 18 cents extra)	40c.
DICTIONARY—More than 15,000 words, postal infor- mation, holidays, interest. (By mail, 35c.)	25c.
AMERICAN EXAMINATION AND REVIEW BOOK—2,000 questions and answers. Bound in silk, 380 pages. (By mail, 15c. extra)	\$1.50
CARD INDEXING—Its principles, use and operation. (By mail, 12c. extra)	50c.
STYLE BOOK OF BUSINESS ENGLISH—with Key. (By mail, \$1.25)	\$1.00
HOW TO ENTER THE UNITED STATES CIVIL SERVICE EXAMINATIONS—Describes the re- quirements of all positions and gives many ques- tions. (By mail, 15c. extra)	\$1.00
MANUAL OF CIVICS—Fourth edition. Especially compiled to meet Civil Service requirements; one thousand questions on Civil Government. Bound in silk cloth. Title stamped on cover in gold. 362 pp.	\$1.25
CONSTITUTION OF THE UNITED STATES— Questions and answers. Bound in cloth	50c.
CONSTITUTION OF THE UNITED STATES— Text in German, French and English. Paper cover HOW TO BECOME A CITIZEN—Questions and answers. Full text of naturalization Law	25c.
NATURALIZATION ACT—Full text of the law. No questions	25c.
	15c.

